OUT OF SCHOOL CLUB GENERAL INFORMATION

Welcome to Bridekirk Dovenby Out of School Club (OOSC), which began on November 3rd 2008. It is a not for profit scheme run by the School Governing Body with support from Cumbria County Council. We are inspected, along with school, by OFSTED on our provision of care.

The club aims to provide quality childcare in a safe and secure environment on the school site. The children are able to participate in a wide range of activities both in and outdoors.

All children who attend Bridekirk Dovenby School are welcome to attend the club.

Aims

To provide a safe and happy environment in which children can relax and play.

To provide activities which are suitable for each child. Each child is encouraged to complete an information sheet which informs staff of their various likes and dislikes.

How the sessions run

Breakfast Club: We use a separate entrance to the rest of school. This is through the red school gates and the door is immediately on the right.

When parents arrive with their children at the club they must sign the register, noting the time of arrival. Children may have breakfast in the club, providing they arrive before 8.20am.

Various quiet activities are provided for the children during this session, such as colouring books and board games. Weather permitting, the children will have the opportunity for some outside play time. At the end of the session the children are taken into the playground and handed over to a member of school staff.

After School: The children attending OOSC proceed to the school hall. Once they are in the hall they are seated, registered and provided with a nutritious snack. They are also provided with a drink of either water or milk and a range of fruit.

There is a planned activity during each session. These are listed in the OOSC section on our website. The children do not have to participate if they do not want to but they are encouraged to take part. Various activities are also on offer such as Lego, Barbies, chess etc. There is a range of outdoor equipment provided and all children are encouraged to play outside at each session weather permitting. Weekly planning is available to view on the school website under the Parent's tab.

All children are encouraged to work together, helping each other and assisting staff with such things as giving out the snack.

We have an OOSC administrator who looks after all bookings and payments. Please see our Terms and Conditions for booking information.

Safeguarding

The club and all staff will adhere to Bridekirk Dovenby School's Policy on Safeguarding – Child Protection, in all respects.

Special Educational Needs

The club aims to ensure the inclusion of all children, including those with additional needs. The staff will endeavour to ensure that all children have an opportunity to participate in the club's activities. Staff will be

made aware of all children with special dietary or medical requirements to ensure the best possible care is given.

Behaviour Policy

The club aims to provide a play environment that ensures the children's right to play and to learn without fear of being hurt or hindered.

The staff will positively encourage good behaviour in all children and all staff will adhere to the Behaviour and Discipline Policy of the school. Persistent disruptive behaviour may result in a review of the child's place in the wrap-around care service. For the purposes of these terms, the term 'persistent' constitutes as three or more incidents of this nature.

Equal Opportunities

The club is open to all children regardless of sex, race, colour, religion or disability. We endeavour to ensure that the club reflects the needs of the local community and incorporates equal opportunities into all areas.

Children will be encouraged to develop positive attitudes to differences of race, culture, language and disability.

Quality of Care

The setting will be run by suitably qualified members of staff and will provide a caring and relaxing but interesting setting for children before and after school. All our staff are DBS checked and trained in safeguarding. All our current staff also work in school.

Accidents and Medication

If an accident occurs during the session it will be recorded in the school accident book and reported to the parent upon collection. In the case of a serious accident the staff will contact the parents immediately and seek medical assistance if necessary.

We will not give your child any medicine, including pain relief, unless it is in line with Cumberland Council's Supporting Pupils with Medical Conditions Policy and school have the necessary consents in place.

Health and Safety

There will always be at least one member of staff who has been trained in paediatric first aid at each session. There is a no smoking policy on the premises. Only those people whose names appear on school's records will be allowed to collect your child. This is a specific requirement. If someone else will be collecting your child please inform a member of staff.

Information updates

It is your responsibility to keep school and OOSC staff informed of any changes in your child's information such as contact details, any medical needs and allergies.

Communication

Please keep staff updated with any changes in your childcare needs. For example, if you make alternative arrangements for a particular day, please let the staff know. Accurate information is vital to identify the whereabouts of a child who is expected in OOSC.

Policies and Procedures

The Out of School Club is a not for profit scheme run by the School Governing Body. The Out of School Club adheres to the policies of the school

Complaints

We encourage any parent or carer who has any worries or cause for complaint to contact the OOSC Play Co-ordinator. If a parent or carer remains unsatisfied with the outcome of their complaint they should direct the details in writing to Mrs. Fish, Headteacher.

If a satisfactory response is not received you can contact OFSTED directly.