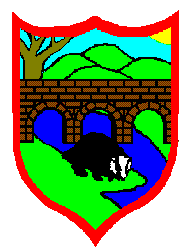
**Broughton**



**Out of School Club**

**Introduction** Welcome to Broughton Out of School Club, the club opened on the 6th January 2011. It is run on a non profit making basis and is a company limited by guarantee, run by a board of directors. 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 Broughton Primary School are welcome to attend the club. The club has 20 spaces. In the event of oversubscription in a session, places will be allocated on a first come first served basis, with priority given to regular users. We are inspected by OFSTED on our provision of care.

**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 interests.

**ADMISSION** You will be asked to complete registration and consent forms, giving vital information for the safety of your child. All children attending the club must have been registered prior to their first attendance. Forms are available from either the school office or the Play Leader.

**HOW THE SESSIONS WILL RUN: AM** Parents are required to ring the door bell at the front door to the left of the main school entrance to gain access to the Out of School Club. When parents arrive with their children at the club they must sign the register, noting the time of arrival. Various quiet activities are provided for the children during this session, such as colouring books and board games. At the end of the session the children are taken into the playground and signed over to a member of school staff.

**PM**

Early years and KS1children are collected from their classrooms by the Out of School Club leader and taken to the Out of School Club room. KS2 children come straight from their classrooms into the Out of School Club, and once everyone is present they will proceed to be signed in by the leader. Once there, they are provided with a healthy snack, such as toast, muffins etc. They are also provided with a drink of either water or milk. A range of fruit is provided and the children are encouraged to try different varieties. There is a planned activity during each session and the children choose to take part if they want to. Various activities are also on offer, such as board games, Lego, computer games etc. There is a full range of outdoor equipment provided and all children are encouraged to play outside at each session, weather permitting.

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

**EQUAL OPPORTUNITIES**  The Club is open to all children regardless of gender, ethnicity, religion or disability. We endeavour to ensure that the Club reflects and meets 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.

**SPECIAL EDUCATION NEEDS AND DISABILITIES** The Club aims to ensure the inclusion of all children, including those with additional needs. Play workers 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.

**SAFEGUARDING CHILDREN**  The Club and all staff will adhere to Broughton Primary School’s Safeguarding Children policy in all respects. The Club also follows the Local Safeguarding Board procedure which states that the welfare of the child is paramount.

**BEHAVIOUR POLICY** The Club aims to provide a play environment that ensures the children’s right to play and to learn without fear or being hurt or hindered. The play workers positively encourage good behaviour in all children and all staff will adhere to the Behaviour and Discipline Policy of the school.

**ACCIDENTS AND MEDICATION** Parents are asked to complete a registration form which gives information of any specific medical requirements their child may have. If an accident occurs during a session it will be recorded in the Accident Book and reported to the parent or carer upon collection. In the case of serious accident the staff will contact the parents or carers immediately and seek medical assistance if necessary. NO MEDICATION WILL BE GIVEN TO CHILDREN DURNING THE SESSION. School staff will administer medicine during school time, for those requiring 4 doses each day.

**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 your registration form will be allowed to collect your child. If someone else will be collecting your child you must inform a member of staff. **This is a requirement of the club.**

**CONSULTATION WITH OOSC USERS**

Both parents and children are asked to complete a questionnaire twice each year. Questions for parents will include what specific activities their children are interested in to aid future planning. Children’s questions will include suggestions for Out of School Club sessions.

**COMPLAINTS** We encourage any parent or carer who has any worries or cause for complaint to contact the Play Leader. If a parent or carer remains unsatisfied with the outcome of their complaint they should direct the details in writing to the Board of Directors. If a satisfactory response is not received you can contact OFSTED directly at:

OFSTED Early Years

The National Business Unit

Piccadilly Gate

Store Street

Manchester

M1 2WD

0844 453 0221