



## **Holiday Club Policy**

### **Elm Tree Community Primary School**

#### **Admissions**

Elm Community Primary clubs will be open to children aged from 5 to 11. Children will be welcomed from all social, cultural and religious backgrounds. Children will be admitted providing the Club Leader and the Elm Tree office staff are confident that the Club can meet their needs without jeopardizing the service in accordance with the Disability Discrimination Act.

#### **Bookings**

Bookings are on a first come first serve basis and will require a non-refundable deposit to secure a place for a child. Deposits will be set in the documentation of the Holiday Club application pack.

A Holiday club application pack can be requested via telephone, please contact the School office on: 01695 50924

Alternatively enquiries can be emailed to [admin@elmtree.lancs.sch.uk](mailto:admin@elmtree.lancs.sch.uk) F.A.O Holiday Club Leader

#### **Payments and Cancellations**

All payments are to be made in full 14 days prior to commencement of clubs, unless otherwise agreed by the Holiday Club Leader. Any cancellations need to be done via telephone 24 hours prior to the child attending clubs, by contacting the Club Leader on: 01695 50924 or 07851758536

No refunds will be given if your child no longer wishes to attend as staffing and activities will already have been paid for. In exceptional circumstances, it is at the discretion of the club leader as to whether or not they grant a partial or full refund.

#### **Aims and Objectives**

The aim of the Elm Tree Holiday Club scheme is providing quality, fun, active and supportive childcare. We believe in a non-judgemental approach that will allow the children to formulate their own ideas and build relationships with others in their own ways.

Through our Holiday Club scheme, we aim to achieve the following:

- Provide affordable childcare to those who may have difficulty in securing places elsewhere
- Work with parents/carers to meet both their own needs and those of the children attending the clubs
- Create a supportive atmosphere to allow children to develop their skillsets and build confidence
- Encourage the children to work together and communicate in a variety of social situations
- Inspire the children to participate in a variety of activities, providing new opportunities and experiences

Through continued communication with both parents/carers and children who use our services we will continue development and maintain a reflective approach to the way in our clubs operate.

### **Club Dates & Times**

Clubs will operate on dates and times specified in the application pack provided at the time of booking, these will be published on our website and may be subject to change - <http://www.elmtree.lancs.sch.uk>

Should any changes occur to timings or dates then parents/carers will be informed with a letter and/or use of the school SMS service if appropriate. Amendments will also be made to our website.

### **Transport**

Transport to and from school will be provided at a cost were possible, this will be a set amount specified at the time of booking. In some circumstances, transport may not be available if it is outside of Lancashire. Children will be allocated transport if a deposit has been received for a place, in circumstances where it is not possible to offer transport the Holiday Club Leader will speak directly with parent/carers to seek alternative arrangements if possible.

### **Collection**

All children will expected to be ready for the collection time specified when making a booking. Transport will wait for no longer than 5 minutes before moving on to their next collection.

### **Drop Offs**

All parents/carers will be expected to be at home for the collection of their child when clubs have ended, unless otherwise agreed with the Holiday Club Leader. Should a parent or carer not be at home at the agreed time then the transport staff will contact the Club Leader who will in turn contact the Head of the School if required. A charge of £1 per minute will apply to those who are late home for collection of their child.

### **Behaviour on Transport**

All children will be expected to follow the rules of both the Home School Liaison Officer and Driver. Failure to follow the rules of Transport may result in Transport being withdrawn.

### **Medication**

During Holiday Clubs all the staff will refer to the school '**Medical Care Policy**'. **Any prescribed medication will only be administered if all the guidelines in this policy have been followed.** All children will be expected to comply with our '**Medical Care Policy**'. A copy is available upon request.

Failure by parents/carers to follow the guidelines outlined in the '**Medical Care Policy**' will result in removal from the **Holiday Club Programme** if deemed necessary.

## **Staffing**

Elm Tree Community Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Adults looking after children must have appropriate qualifications, training, skills and knowledge. Staffing arrangements must be organised to ensure safety and to meet the needs of the children. This makes sure that children have enough space to be active and safe whilst being supervised by suitably trained staff.

We aim to operate a ratio of 1:3 in most circumstances however a 1:1 approach may be used in some cases.

## **Recruitment and training of staff and volunteers**

Elm Tree Community Primary recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/staff must complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- An explanation of any gaps in employment
- Consent should be obtained from an applicant to seek information from the DBS.
- Proof of essential qualifications
- Two confidential references, ideally including one regarding previous work with children. These references should be taken up and confirmed through telephone contact or in writing.
- Evidence of identity (passport or driving licence with photo).
- Proof of the right to work in the UK (via the production of documents on an approved list)

## **Interview and induction**

All employees (and volunteers) must undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.

## **Disqualification**

The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made

Under section 75 of the Childcare Act 2006. Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.

## **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

### **Elm Tree Community Primary may require:**

- Staff to attend a recognised Safeguarding and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to have gained national first aid training (where necessary).
- Attend update training when necessary and any team meetings.

### **Safeguarding**

**Elm Tree Community Primary** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Elm Tree have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

If you recognise one of the above in a child, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to make the children be and feel safe. Any suspicions or allegations of abuse will be taken very seriously and they will be acted on quickly and correctly by following the procedures outlined in our '**Safeguarding Policy**'.

### **Behaviour**

As part of Holiday Club Programme safety is a primary concern and therefore it is important that the communication between the staff and children is good to therefore ease any anxieties in situations that may arise. All children will be expected to conform within the boundaries of the club and reference will be made to the school '**Behaviour Policy**' when situations arise. Should behaviour escalate to a level that is deemed unsafe by the Club Leader then decision as to whether the child is allowed to attend future sessions will be made. Physical intervention may need to be used during Holiday Clubs should it be deemed 'Reasonable, Proportionate and Necessary' if all other avenues have been exhausted. All staff have been trained under the Team Teach principles and these will be followed through the duration of clubs. Staff will also make reference to the existing school '**Behaviour Policy**' as and when needed.

### **Complaints Procedure**

Elm Tree staff work in partnership with parents to meet the needs of the children, both individually and as a group. Information is shared with those on a need to know basis, but always where possible with parents. The aim of this document is to clarify the preferred procedure that any complainant should take in order to have their concern dealt with promptly and appropriately.

Any complaint regarding any aspect of the Club's service should be made in writing to the Club Leader at the School office within 14 days of the incident/attending date of the child. The details of the incident/allegation should be as full as possible to allow a comprehensive investigation to be carried out. Depending on the severity of a complaint, this may be dealt with directly by the Club Leader. If the complaint is about the Club Leader, this will be dealt with by the Head of School or another senior team member. Any complaints received about staff members will be recorded on an **Incident log** and a **Complaints log** will be completed. Guidelines will be followed from our existing complaints procedure.

### **Use of Technology by Children**

Elm Tree recognises that technology is an integral part of some children's lives and they use mobile phones, tablets and other devices as part of their play.

It is our intention to provide an environment in which children can safely use these devices but at the same time other children, parents and staff are safe from unwanted images being shown or recorded and inappropriately used.

Our Aim is to have a clear policy on the acceptable use of technology by children that is understood and adhered to by all parties concerned without exception.

Elm Tree allows children to bring technology into the setting. With this privilege comes the responsibility that the children will act in an appropriate manner and in accordance with the following guidelines:

- Users bringing personal devices into the club must ensure there are no inappropriate or illegal content on the device.
- Children must ask a member of staff before using any devices.
- Staff will discuss with the child what the expected behaviour is whilst using the device.

#### **This will include but is not limited to:**

- Not playing offensive music
- Not showing offensive images
- Only watching age appropriate clips
- Only playing age appropriate games
- Asking before taking images or recordings of any other person in the setting

If children have taken images or recordings of other people during their time at school a discussion will be had with their parent or carer to discuss what needs to be deleted.

Failure to follow these guidelines will result in permission to use the device being withdrawn.

Elm Tree reserves the right to check the image contents of any device should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then we will follow our safeguarding procedures. Concerns will be taken seriously, logged and investigated appropriately. All devices are brought into the club at the owner's risk. Elm Tree Community Primary takes no responsibility for lost/stolen or damaged equipment.

### **Food and Drink**

Nutrition is a significant factor in the growth, development and overall functioning of a child.

Therefore it is important to us that we encourage children who attend our clubs to maintain a well balanced diet through the following objectives:

- We will encourage children with positive healthy eating experiences in order to promote their well being.
- We respect the different dietary, cultural, religious and health needs of all children
- Children will be encouraged to develop positive attitudes towards food through all the learning opportunities that are provided in the club.

- We promote an understanding of a balanced diet in which some foods play a greater role than others.
- We aim to develop children’s understanding of the importance of the social context in which eating takes place.
- Our hope is to raise awareness with children, parents and carers in developing a positive approach to food, nutrition and oral education.
- We will actively encourage responsibility and accountability of all parents and carers in offering healthy choices to children.

### **The Importance of Nutrition for Children**

A nutritionally balanced diet is important in childhood to ensure optimum development at a time of rapid growth. A balanced diet in childhood is not only important for growth but for learning and promoting positive habits towards healthy eating. An inadequate or unbalanced nutritional intake may not only affect growth and development in childhood but may also impact on health problems, such as heart disease and obesity in later in life. It is the types and varieties of food eaten at this time that ensure nutrient requirements are met and that the diet is nutritionally balanced.

Children’s diet must include an appropriate intake of foods from the four main food groups:

- Bread, other cereals and potatoes
- Fruit and vegetables
- Milk and dairy foods
- Meat, fish and alternatives

### **Being Healthy**

- Eat breakfast every day
- Eat fruit and vegetables daily
- Choose snacks that will provide nutrients to compliment meals
- Avoid snacks and drinks with a high sugar content between meals
- Drink plenty of fluids to avoid becoming dehydrated
- Be physically active every day
- Brush teeth twice a day and visit your dentist regularly

Encourage snacks and lunches to be nutritious, avoiding large quantities of sugar, salt, saturated fats, additives, preservatives and colourings. We support the children in recognising that they need to drink water when they are thirsty, hot, tired, or feeling unwell.

### **Illness, Infection and Incubation Periods**

Should your child fall ill or be unable to attend clubs due to illness or infection then the following guidelines will apply.

<b>Infection</b>	<b>Incubation Period</b>
<b>Chicken Pox</b>	10 to 21 days
<b>Diphtheria</b>	2 to 5 days
<b>Influenza</b>	Up to 7 days, most likely to be 2 to 3 days
<b>Measles</b>	About 10 days, with a further 2 to 4 days before the rash appears
<b>Mumps</b>	Around 17 days, with a range of 12 to 25 days

<b>Rubella (German Measles)</b>	14 to 21 days and you can infect someone else from 7 days until 4 days before rash appears
<b>Tetanus</b>	Between 4 and 21 days, must usually about 10 days
<b>Whooping Cough (Pertussis)</b>	Between 7 and 10 days
<b>Diarrhoea and/or vomiting</b>	48 hours from last episode of diarrhoea or vomiting

## Activities

During our Holiday Club programme we will aim to offer a broad range of activities such as Cinema Trips, Zoo, Bowling, Laser Quest etc. Following guidelines outset by Lancashire County Council Evolve team bookings and Risk Assessments will be made.

## Risk Assessments

All parents/carers will be required to fill out a relevant Form 3A/3B before their child can participate in an activity. All activities will be visited by the Holiday Club leader and Risk Assessed to ensure they are appropriate for attendance during clubs. Adventurous activities will be submitted for review by the Lancashire County Council Evolve team. In the event that an activity is deemed unsuitable then a suitable alternative will be provided.

## Spending Money

In some circumstances it may be appropriate for children attending Holiday Clubs to bring spending money. Money should be handed to the transport team in an envelope clearly labeled with the child's name and the amount. The amount allowed will be determined by the Club Leader, money may not be used to purchase food or drink items. Money will be given to children via staff at appropriate times and receipts will be provided to parents for money spent.

## Summary

In summary this document states aspects relating to the '**Holiday Club Programme**' and should be referred to by members of staff and parents/carers. By accepting a place on the '**Holiday Club Programme**' for your child you hereby accept the terms and conditions outlined in this document.