

Summer 2020, Holiday Club



Procedures, Terms and Conditions

Our vision

The Holiday Club believes that ..

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

Playwork Principles (Skills Active 2005)

We believe that good quality children’s play opportunities should consider the following:

- Children’s views and interests
- Access to rich, stimulating environments
- Freedom to play
- Equal entitlement
- Respect for all children
- Children’s abilities (age/stage of development)
- Play for its own sake
- The importance of risk and challenge
- The adult role in play (support and resource)

How to make a booking for the Holiday Club

To ensure we are able to fulfil children’s play expectations whilst also adhering to social distancing requirements, the number of children accepted for the Summer 2020 Holiday Club will be limited.

A Registration/Booking form must be completed for each child and full payment received before your child’s place can be confirmed. Please be aware that the Club is open only to pupils of Moordown St John’s Primary School¹.

We would like to encourage you to take advantage of our Early Bird rate, which is £22 per day, per child for payments made prior to 12 Noon on Monday 6 July.

Payments made after Noon on 6 July will attract a charge of £25 per day, per child.

All payments should be made via WisePay.

If you wish to use Child Care Vouchers to pay (or part-pay) for the holiday club please email msjholidayclub@st-johns.bournemouth.sch.uk advising that you wish to use this facility; please include the name of your child care voucher scheme. The school will contact you to arrange for settlement of any outstanding monies (if applicable).

We are obliged by law to disclose accurate details to the Inland Revenue of the childcare provided to Parents or Carers who are claiming Working Tax Credit Child Care element.

¹ Holiday Club workers’ children from other schools may attend Club if there is no-one else available to care for them

We therefore strongly advise that you ensure that your claim to the Tax office matches the childcare we supply to you.

Fees are waived only if a child is absent from Holiday Club due to hospitalisation or if the Club is closed for an unforeseen reason. If you choose not to use a booked session on the day, the fees cannot be refunded. However you should advise the Club Leader that your child will not be attending so that the registers can be updated. This will also eliminate the need for Club staff to trace 'missing' children.

Sessions should be pre-booked in advance; however it may be possible to book a session on the day in an emergency situation. Please contact the Club Leader on 07838 347307 to find out if there are any spaces. Payment should be made via WisePay.

Places are not agreed until you have received a confirmation message from the School and the Registration/Booking form has been completed/relevant fee paid.

This process is confirmation that our Terms and Conditions have been accepted.

Club Times

The Club will operate from 8.00am – 5.45pm. Children can arrive and depart at any time during the day. However, parents are asked to liaise with Club Leader regarding estimated collection times. Due to the COVID-19 pandemic, children will remain on site throughout the Holiday Club period. To ensure their safety, we will not be taking the children on any off-site trips.

Arrival/Collection

Please remember to adhere to social distancing and maintain good hand hygiene when dropping off/collecting children; hand sanitiser is available in the Reception Foyer.

To access the Holiday Club, please use the main school entrance in Vicarage Road; there is a bell to the right of the red double doors inside the entrance foyer. On arrival at the Club, you and your child/ren will be greeted by a member of the team who will ask you to sign your child in and welcome them to the session. A Playworker will then take your child to the relevant room and help them settle in (especially on their first day).

Children are supervised by Club staff at all times during Club hours, until they are collected by their parent/carer (or named substitute). The parent/carer must give WRITTEN permission if they wish their child to go home unaccompanied or with an unauthorised third party. In exceptional circumstances it may be possible to give verbal permission by telephone; however the child will only be released if the Club Staff can be confident of the identity of both the caller and the person collecting.

The Summer 2020 Holiday Club sessions start at 8.00am and run until 5.45pm with the doors being locked at 6.00pm.

The School is not responsible for children dropped off at the Club before the published opening hours. Children must be signed in and out by the person bringing them to/collecting them from Club. Children may be dropped off or picked up from the Club at any time between 8.00am and 5.45pm.

Persons collecting children should be aware that premises have to be vacated on time and beyond 6.00pm additional operating costs may be incurred, such as school Site Manager and Club Staff wages, plus phone calls etc. We reserve the right to charge £20.00 per hour or part hour or alternatively to pass all extra costs on should the need arise.

If a late pick up is unavoidable, it is critical that the Club is contacted otherwise we are obliged to inform Social Services half an hour after the Club closing time ie after 6.15pm.

If you have any queries or have further information to share, please let us know when dropping your child off.

Programme of activities

The programme for the summer holiday club will be carefully planned to ensure that there is a choice of interesting activities to suit all children. We appreciate that your child is an individual and will make every effort to ensure that there is something for everyone.

The Summer 2020 Holiday Club will provide activities for Moordown St John's pupils in a safe, secure and happy environment, supervised by professional, experienced staff. The varied programme will include arts and crafts, outside games, team games, drama and educational activities with social distancing being strictly adhered to. Wherever possible a quiet area is set aside where children can spend time reading or resting. By signing the Registration/Booking Form, you are consenting to your child participating in these activities.

Management of Risk

We, as with many other providers of play provisions, facilities and services, are increasingly concerned about minimising the risk of injury due to the fear of litigation. We believe however that play facilities and services that offer no challenges will not contribute to a child's development and if children become bored they may seek excitement elsewhere, possibly in a more dangerous environment.

It is the job of all those responsible for children's play to assess and manage the level of risk, so that children are given the chance to stretch themselves and develop their abilities without exposing them to unacceptable risks. Play provision is uniquely placed to offer children the chance to learn about risk in an environment designed for that purpose, helping to equip children to deal with hazards in the wider world and later in life.

Play England states:- "There is no specific legislation on play safety. The key legislation is the Health and Safety at Work Act 1974 and the Occupiers Liability Acts 1957 and 1984. In practice, this legislation implies a level of care for providers that is captured in the "notion of reasonableness".

We comply with Health and Safety at Work Regulations by carrying out and recording comprehensive assessments of risk associated with our environment and activities. The Holiday Club uses a risk-benefit assessments as a tool for improving decision making in any context where a balance has to be struck between risks and play benefits.

Clothing/Sun lotion

Please ensure your child has suitable clothing for the weather conditions, eg sunhat and/or coat. On hot days, children should come to Club wearing sunscreen. Children may bring sun lotion to Club; it should be in a named bottle (this also acts as your consent for its application). Club staff will encourage children to apply the lotion to themselves.

Food and Drink

Breakfast is served between 8.00am and 8.30 am at no extra cost.

We also provide morning and afternoon snacks consisting of fruit and fruit juice.

YOUR CHILD SHOULD BRING THEIR OWN PACKED LUNCH.

Please remember we are a nut and seed free school.

Mobile phones and other electronic devices

Mobile phones and electronic devices should not be brought to Club for the following reasons:

- Children can lose games and/or attachments. This causes upset to the children and disruption to staff who need to search for such items. We also seek to avoid a situation where children and their parents are frustrated and disappointed when we are unsuccessful in our efforts to trace lost items.
- Children may refuse to turn the equipment off or argue with each other about them.
- Conflict with the Club vision, which is to encourage and enable children to play and interact with other children.

We thank you for your help and co-operation with regard to this matter and hope that you appreciate that these measures are in place to ensure a consistent approach to all children attending the Club. Please note the Club accepts no liability for children's property whilst attending sessions.

Cycles and Scooters

If your child wishes to bring their bike or scooter, please ensure they have a helmet and padlock. An area of the playground is designated for the use of bikes and scooters.

Photographs

We occasionally take photographs of activities, which may include your child. These photos are not published but may be displayed at Club. You have already completed a School Consent Form for the Taking and Using of Images ~ these consents will also apply to Holiday Club. You may change your consents at any time by completing a new form, available from the School Office.

Negative Pupil Behaviour

There is no obligation for the Club to provide day-care for children who display a regular pattern of disrespect for Club expectations. In such instances, parents/carers will be contacted and asked to collect their child immediately; any future bookings may be at risk.

Staffing

The school will be running the Summer 2020 Holiday Club and all staff involved with the operation of the Club will be employed directly by the School. The Holiday Club will fall within the school's OfSTED registration. All staff members will be subject to the school's usual recruitment procedures (including Enhanced DBS checks) and will have the necessary experience to fulfil their roles effectively. In addition, Club staff will be trained in First Aid, Child Protection/Safeguarding and Food Hygiene. We comply with OfSTED regulations regarding child to adult ratios, which are dictated by the dynamic of the group of children eg age/ability and the environment/activities in which children are engaged.

Sickness absence, accidents and first aid

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration/Booking Form to arrange collection of the sick child. The child will be cared for until collected.

In case of an accident, basic First Aid will be administered. The parent will be asked to sign the Accident/incident Form on collecting the child. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: if the parent/carers cannot be contacted in time, the club leader will take action to gain appropriate medical treatment for the child. In order for us to be authorised to do this please ensure that you have signed the Parent/Carer declaration on your Registration/Booking form.

Our Ofsted Regulations state we have a duty of care to enter existing injuries on an Accident/Incident Form, ensuring two members of staff sign and date this and the form is shown to the parent/carer to sign on collection of their child.

Administration of Medication

Club staff are able to administer prescribed medication only. Parents/Carers will need to complete a separate Administration of Medicines form.

Epi pens and inhalers for individual children may be kept on site. These are clearly labelled with children's name and stored out of children's reach.

Club Policies

The school's policies will also apply to the Holiday Club, many of which are available from our website www.st-johns.bournemouth.sch.uk

- Safeguarding and Child Protection
- Equality
- Supporting Pupils with Medical Conditions
- Behaviour Shaping
- Complaints
- Health and Safety

If you have any questions about Holiday Club please contact the school as follows:

Email msjholidayclub@st-johns.bournemouth.sch.uk

Telephone: 01202 527683 term time only

07838 347307 **in use 20 July – 14 August 2020 only**



Peter Herbert
Headteacher

June 2020