

# St Joseph's Primary School



## Cool Kids Policy & Procedures

Updated: October '24  
Review Date: October '26

# **SCHOOL MISSION** **STATEMENT**

**Surround ourselves with a happy, secure learning environment for all.**

**Join together the home, school and the wider community.**

**Promote academic and cultural excellence amongst our pupils.**

**Support and provide for individuality.**

# Cool Kids After Schools

## OUT OF SCHOOL HOURS CLUB

### AN INTRODUCTION

Cool Kids After Schools provides an after school service for parents of children attending St. Joseph's PS. In offering this service we aim to assist parents who are in, or wish to enter employment, education or training.

Our aim is to provide informal and structured / free play activities for children in P1 – P3 and to ensure that they are well cared for. The clubs operating area, which is contained within the grounds of St Joseph's P.S is defined as safe, secure and is fully supervised by staff. Cool Kids After School's club will meet approved standards as outlined by the Children (NI) Order 1995.

The centre's programme of activities will be child centred and child led; they will vary from day to day taking into account the child's own preference. A quiet area will also be available for children.

Activities available include:

- Arts and craft
- Table top and board games
- Physical play and sports
- Trips off site
- Reading and quiet activities
- Sporting activities.
- Wet Days – Children may go to the hall to watch a movie

A child will never be forced to join in any activity against his/her wishes. Children will have the opportunity to participate in outings, if a place has been allocated to your child for a trip, parents will be notified in advance.



## ADMISSIONS POLICY

Children attending St. Joseph's PS will be able to attend the facility.

Priority of places will be given to children of lone parents, and to children of parents who are in training/attending courses or in employment/education. If a place is tied in with training and the course ends, then the child might be able to continue attending the Play Club after training if there is a space.

All children are welcome irrespective of cultural, financial or religious backgrounds. Children with learning difficulties will be catered for and so too, those with disabilities, in so far as our resources will allow.

Generally we will operate on a 'First come, first served' basis according to the number of staff available.

A small number of places will be reserved for a short time to accommodate children in the following circumstances:

- Children referred by Social Services, health visitor or other professional bodies.

Places are booked on Eduspot prior to booking. **The system closes at midnight on a Sunday for the week ahead.** Children may not attend on an ad hoc basis unless there are spaces available. Staffing is allocated based on the number of children booked in each day. There is no charge for days the centre is closed or for holidays taken, during July or August.

This policy will be constantly monitored and reviewed on a regular basis according to interest levels and needs of parents/guardians and children.



## **REGISTRATION POLICY AND PROCEDURE**

- The fees are listed in the parent's information booklet and are subject to change.
- If we do not have the correct staff ratio your child may not be able to attend. If you need to make booking please use option 2 on the school answer phone system.
- Those who have not booked in may receive an additional charge.
- 1/2 missed bookings parents will receive a phone call home
- 3 missed bookings: a double fee for the time the children are supposed to be booked in for.
- The centre aims to provide play opportunities and a space for children to complete homework P4 – P7 in a stimulating environment for children.
- Children who are collected late more than once (after last session ends) **a fee of £10**, must be paid through school money. Persistent lateness (3 times) – your child will lose their place in Cool Kids.

## **PARTNERSHIP WITH PARENTS**

We at Cool Kids Club encourage and promote working relationships with parents and carers. We acknowledge the significance of the central role of the parent in their children's welfare and development. We acknowledge the importance of communication with parents, and we acknowledge the principles of open communication and the limits and boundaries of confidentiality.

- We aim to support parents who are experiencing difficulties.
- Parents are most welcome to assist on days out.
- We respect the rights of all parents from all cultures.
- We ask you to work in harmony with our group.
- We ask you to approach us with any concerns worries regarding your children.
- We will keep you informed of any problems your child may encounter at Cool Kids.

## **COMPLAINTS PROCEDURE**

If for any reason any child or parent feels that they have cause for complaint, then the following procedure should be followed:

- The parent or child should consult a member of staff.
- If unhappy with the response or it is a member of staff that is the cause of the problem then the parent or child should make arrangements to meet with the manager.
- If the meeting with the manager fails to produce a settled result, providing the manager has spoken to the child or parent, the next course of action will be for the parent to meet with the principal.
- If none of the above steps produce a satisfactory outcome, the parent raise a complaint with the Board of Governors.

We hope that you will be satisfied with the quality-of-care Out of School Hours Club provides for your child and that any discrepancies that occur will be sorted out immediately to the benefit of the person or persons concerned.

## **EQUAL OPPORTUNITIES POLICY**

We recognise that certain groups and individuals in our society are discriminated against because of their race, colour, ethnic or national origin, gender, physical, sensory or mental disability, marital status, age, social class, religious belief, sexual orientation, employment and HIV status.

We are strongly committed to positive action to remove/counter discrimination in all aspects of our work – in our practice as employers, in our relationships with other organisations and our work with children and family.

Out of School Hours Club aims to ensure that the Cool Kids Club reflects and meets the needs of the local community and incorporates equality in all our work.

We undertake to promote awareness within Cool Kids Club and provide a rich and diverse society, by promoting positive images through posters, play equipment, and activities of different cultures.

Language or behaviour designed to be offensive to any group is unacceptable and will not be tolerated in Cool Kids Club.

Out of School Hours Club undertake to monitor and review this policy regularly through team meetings and feedback from children and family.

## COLLECTION POLICY

### **FROM SCHOOL**

Children will be collected from the Cool Kids gate at the back car park. During the winter months December – February from 4:15 onwards children should be collected from the front of the school. Parents may drive down the lane and walk around the front of the school to reception. Parents must park in the lower car park in a bay,

### **FROM CLUB**

Please collect children at time agreed with Co-ordinator, otherwise late collection fees will be charged. Time of collection will be recorded by staff member.

Children must be collected by an adult named on the registration form, should the person responsible be unable to collect the child, a letter of explanation must be presented signed and dated by the parent or guardian or please phone Cool Kids Manager.

Where the custody of a child is granted to one parent we ask you to clarify the circumstances with us.

Children will remain in the club until collected by a named adult. **In accordance with the Children's (NI) Order 1995 there will be no exceptions.**

## CODE OF CONDUCT

To ensure all children enjoy themselves and to preserve a safe environment, it is necessary to have some basic rules. The rules are intended to benefit all children and the staff at the Out Of School Hours Club. A common sense approach should be adopted by all and this will allow the club to achieve its full potential.

**Violent or aggressive** behaviour against another club member including staff will under no circumstances be tolerated in the Out Of School Hours Club. Parents will receive a phone call home to collect their child on that day. **If the behaviour persists or happens for a second time a meeting with the principal will be arranged to discuss the child's place in the after school club. If the behaviour still persists the child will no longer be able to attend the club.**

Children attending the Out Of School Hours Club will be encouraged not to react/hit back to violent or aggressive behaviour, but report it immediately to a member of staff.

**Foul or abusive language** will not be tolerated in the club.

Children attending the Club will be expected to treat other children or groups with respect.

Children are to observe instructions by the Play staff. **If you are not sure ask.**

Children are asked to treat all Play equipment as it is intended for use.

Any **damage** to play equipment should be reported to a member of staff as soon as possible it is in everyone's interest and safety to do so.

## **HEALTH AND SAFETY**

Accident Prevention and Safety

Cool Kids have a specific policy that must be adhered to in the Afterschool.

### **Health & Safety Policy**

#### **Fire Safety Policy**

The Out Of School Hours Club maintains specific practices to prevent the risk of accident and to ensure the safety of the children:

- **Managers and other members of Staff in the Club are trained in First Aid and Fire Prevention**
- **An accident book is maintained to record any incidents**
- **Fire drills are held termly in school so children are aware of line up procedures**
- **Accident prevention measures are taken – e.g. use of safety mats and safe equipment**
- **There is a no-smoking / vaping policy in the Play Club in all the rooms that the children use.**
- **No smoking / vaping is allowed while supervising children on outings**
- **Children are supervised at all times by adults and will always be in sight of an adult.**
- **Staff mobile phones are not permitted while supervising children.**

Parents are responsible for their children (who are not attending the session) who are on the premises while they are collecting their child from the Play Club.

Parents are responsible for the supervision of the child outside the Play Club sessional times.

## **HEALTH**

### **Illness/Infectious disease**

1. Please do not send your child to the Afterschools Club if he/she is unwell. If your child will not be attending a session due to illness please inform the Co-ordinator.
2. If a child is not feeling well enough to participate it is our policy to contact the parent/carer as soon as possible to arrange collection.
3. Parent/carers addresses and work telephone numbers are available in Cool Kids cabin or on the contact file in the school office. and should be updated as necessary.
4. We would ask parents/carers to inform the club of any suspected or actual contagious illness a child may have. If any child is exposed to a communicable disease, it will be our policy to contact each parent by a written memo.
5. It is the parent/carers responsibility to make their own arrangements regarding the collection and transportation of their child for medical/dental appointments.

If an illness (e.g. asthma, bladder or kidney infection) should develop after the child has started and the club has not been included on the registration form, it is essential to inform the Co-ordinator.

## **CHILD PROTECTION POLICY**

It is the policy of Out Of School Hours Club to safeguard the welfare of all children by protecting them from physical, sexual and emotional harm. This organisation is fully committed to safeguarding the well being of its members. Staff and volunteers should at all time show respect and understanding for their rights, safety and welfare and conduct, themselves in a way that reflects the principles of the club.

We are committed to ensuring that our staffs is carefully selected, trained and supervised and that our children and parents know how to voice their concerns and fully utilise the complaint's procedure if they find there is something they are not happy about.

### **CHILD PROTECTION POLICY: STAFF**

In order to protect children from abuse and in order to protect our staff from false accusations it is paramount to operate and adhere to our Child Protection Policy.

All members of staff and volunteers must never:

- Engage in rough physical games including horseplay from structured activities.
- Allow, or engage in, inappropriate touching of any form.
- Engage in sexually provocative games.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child – even in fun.
- Let allegations a child makes, go unchallenged or unrecorded
- Do things of a personal nature for children that they can do themselves.

**A full Child Protection Policy for the school is available.**

### **MEDICATION**

Children will not be given medicine by staff, except in exceptional (e.g. asthma) circumstances. If a child brings any sort of medication to the Club it should be handed over to the Club's Co-ordinator.

Medication should be clearly labelled. Medicines may only be administered by Play workers on the written authority of the parent/carer. This letter should state the circumstances/illness, type of treatment, method of administration, appropriate dosage and that it is appropriate to be administered by the Play staff.

Homeopathic medicines will be treated in the same way as any other form of medication. A record will be kept of all medicines administered during Play sessions.

When medicine is administered by Play staff, this will be done by the senior member of staff.

### **SAFETY**

1. All staff receives training in the club's emergency procedures in case of fire or any other situation requiring the evacuation of the building. Fire drills are held regularly in which children will participate.
2. Minor accidents (cuts, bruises, etc.) are treated by Play workers trained and approved in First Aid.
3. Health and Safety checks involving fire precautions, equipment, premises and other potential hazards are carried out regularly.
4. All accidents, near misses, faulty equipment and hazardous situation should be reported to the caretaker and entered in the daily logbook.
5. If a child is injured at the centre and in the event of the transportation of the child to the source of emergency/dental care, the staff will complete an accident report form, also in our accident/daily log book. Parents will be asked to sign the report.
6. Any accident or emergency requiring treatment or action by the club staff will be referred to the Co-ordinator who will be responsible for whatever action is taken and ensure all necessary reports are completed.
7. Out Of School Hours Club will follow the Social Services Guidelines regarding the reporting of any suspected child abuse or neglect. This is our legal, moral and professional obligation.

### **Playwork Values**

The policy and practice of the Out of School Hours Club, centres on specific playwork values:

- A child centred environment, where the child's rights and developmental needs are the main concerns in developing the programme.
- Children are positively encouraged to develop their own independence.
- Every child has a right to a play environment free from hazards. The child's safety, protection and welfare are of paramount importance and all precautions are undertaken to ensure this.
- Children need to feel confident that individuality and diversity are valued.
- Adults involved in play should always promote equality of opportunity and develop anti-discriminatory practices.

- Play is essentially a co-operative activity for both individuality and in groups. Adults must encourage children to be sensitive to needs of others.
- Staff and volunteers need to be sensitive to children's needs and never try to control a child's play as long as it remains within safe and acceptable boundaries.
- Play opportunities will always be provided within the current legislative framework relevant to children's rights, health, safety and well-being.

### **BEHAVIOURAL POLICY**

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and the children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Positive behaviour such as kindness and willingness to share will be encouraged through role models and praise.

Adults will not shout or raise their voices in a threatening way.

Certain behaviours will be considered inappropriate within the play club and will be actively discouraged. These include:

Bullying	Stealing
Damage Property	Hitting
Name Calling	Biting

Physical punishment, such as smacking or shaking, will neither be used nor threatened. Techniques intended to single out and humiliate individual children will not be used. In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.

Any behaviour problems will be handled in a developmentally appropriate fashion, respecting the individual child's level of understanding and maturity.

Recurring problems will be tackled in partnership between Play workers and parents. If parents are not satisfied with how their child's behaviour problem has been tackled, they may use the process outlined in the complaints procedure.

Children of volunteers assisting within the Play club or supervising trips, will be treated the same as the rest of the children. Favouritism, use of physical punishment or shouting will not be allowed wither by staff or volunteer parents.

### **PHYSICAL RESTRAINT**

The use of physical restraint is not part of the normal policy to deal with difficult behaviour. In exceptional circumstances, staff may need to restrain a child to prevent harm to another child or to the child him/herself

Some of the Play work staff has participated in specialist training providing on appropriate methods of restraint.

Volunteers are not allowed to use restraint.

**In the unlikely event of extreme and persistent inappropriate behaviour, which regularly causes disruption to the daily Play Club routine, we reserve the right to request parents to make alternative arrangements either temporarily or permanently for their child's care.**

### **Toys**

Please discourage your child from bringing toys to the Playcentre, as we cannot be held responsible for breakage. It can also lead to disagreement between children. Where a child brings a toy to the centre, parents will have responsibility for breakage.

### **Special Events**

The Playcentre may organise special events – e.g. around Easter, Halloween and Christmas. These festivities are paid through fund-raising efforts by the Playcentre Committee or Playcentre budget.

### **Trips**

Parents/legal guardians will be asked to complete Consent Forms for activities. If parents require forms to be completed by a nominated adult, prior authorisation must be provided by the parent.

In accordance with the Children Order (NI) 1995 strict ratios will be adhered to.

Appropriate clothing (e.g. coat, footwear) is required for all trips.

Clothing that could be seen as indicating belong to one community (e.g. football strips) will not be allowed. Children attending with inappropriate clothing may be sent home.

Please inform staff beforehand if your child suffers from travel sickness.

To ensure maximum safety while on a trip, children will be assigned to specific adults on outings.

Parents/adult volunteers are encouraged to come on trips to assist with supervising the children.

### **Clothes**

It is advisable not to send your child to the Playcentre in new or good clothes.

It would assist Playcentre staff if parents were asked to take into consideration potential difficulties some clothing might cause when younger children are going to the toilet (e.g. dungarees).

During painting and craft sessions, the children will be provided with aprons.

Policy Updated \_\_\_\_\_ By \_\_\_\_\_

Agreed by staff \_\_\_\_\_

Agreed by Governors \_\_\_\_\_