



Botesdale After School Club Parents' Handbook

ABOUT THE CLUB

Botesdale Before and After School club (BBASC) is registered with Ofsted (Registration No EY445021) and is based at Botesdale Village Hall. We are open term time Monday through to Friday from 3.25 p.m. to 6 p.m.

To read our latest Ofsted report, please go to our website www.botesdale-after-school-club.org.uk to download a copy.

Aims

At BBASC we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

The Snack we have on offer

We offer a nutritious snack on arrival at the club which includes toast, a hot snack during the cooler months, fruit, vegetables and water or squash.

What we provide

After the children have eaten their snack, they are offered free play. We have an X box, DVD, art and crafts, books, building blocks, tents, board games to name a few of the fun things we have for the children to enjoy. We have tablets which they are allowed to use for a limited time (NO INTERNET).

Staffing

Our Club is staffed by a manager Paula Mills and playworkers -Emma Humphrey, Sarah Raynham, Jo Holmes and Helen Potter. Our aim is to provide a smooth transition between school and club.

The majority of our staff have significant experience of working with children and undertake professional development training. All staff members have appropriate DBS checks. We maintain a staff/child ratio of 1:4 for children up to the age of 4, 1:8 for children under the age of eight, and a ratio of 1:12 for children over the age of 8.

The majority of staff also have have training in Special Education Needs and all staff are trained in the following;

Equalities and Inclusion, Health and Safety and First Aid.

The Child Protection Officer is Paula Mills

The Data Protection Lead is Paula Mills

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager, contact details can be found within this handbook.

Organisation

BASC is run as a not for profit organisation, employing 7 staff, with a full committee who support the running of the club and our fund-raising activities. We enjoy a close working relationship with the following schools - St. Botolph's Primary School, Wortham Primary School, Mellis Primary School, Palgrave Primary School and Gislingham Primary School in order to ensure continuity of care, and to maintain good communication links.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Unless otherwise instructed, we will assume all children will continue to come to BBASC at the start of the new academic year in September other than those who left Y6 at the end of the summer term and will be joining the high school.

Payment of fees

The current fees are **as follows**;

3.25 p.m. to 4.30 p.m. £7.50 (£6.50 for siblings)

4.30 p.m. to 5.30 p.m. £12.50 (£11.50 for siblings)

Full session 3.25 p.m. to 6 p.m. £15.00 (£14.00 for siblings)

Booking forms are sent to parents each month for completion of their child/rens attendance at each club for the following month. Each booking must be returned by the date shown together with the full remittance which can be payable by cash or cheque, bank transfer, Tax-Free Childcare or childcare vouchers.

We accept vouchers from the following childcare voucher schemes - Computershare, Edenred, Busy Bees, Sodexo - Cheques should be made payable to "BASC"

Transport charges are also applicable when collecting children from the following Primary schools - Wortham, Palgrave, and Gislingham - please speak with a member of staff for the price.

There is an annual family subscription which for the 2021/22 period is currently £20.00

All fees are adjusted annually in line with inflation.

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Changes to days and cancelling your place

You must advise us by phone or text by 9.30 am should you need to change the session your child is attending. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence and will charge you a non-attendance fee of £2.50.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know by **THURSDAY** at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. Please contact the Manager to arrange this.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including meal times, collection, children's meetings), and introducing your child the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

See our **Child Induction Policy** for more details.

Arrivals and departures

Our staff collect children from St. Botolph's, Wortham, Palgrave and Gislingham Primary Schools and escort them to the Club. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them, using the clock to indicate the time you have collected your child.

The staff who use transport to collect from Wortham, Palgrave and Gislingham Primary schools are fully trained to transport in our vehicles. They will use one of the club vehicles or their fully Insured own car. Car seats are provided for those children who do not reach the required height of 135 cm to sit unaided. We expect the children to behave appropriately and respectfully whilst being transported.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation and a password.

See our **Arrivals and Departures Policy** for more details.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £4.00 per 15 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 6.30pm [30 minutes after your club closes] and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Child protection

We are committed to building a ‘culture of safety’ in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child’s specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club’s limitations. Each case will be considered individually and risk-assessed to ensure everyone’s safety.

It would be helpful to have a copy of their Educational Health Care Plan should this be in place, to make sure our staff are fully aware of any specific needs.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

GENERAL INFORMATION

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

See our **Suspensions and Exclusions Policy** for full details.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

See our **Aggressive Behaviour Policy** for more details.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club, we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

See our **Illness and Accidents Policy** for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child by a star in yellow beside their name on the signing out sheet.

For full details see our **Illness and Accidents Policy**.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance.

See our **Administering Medication Policy** for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

Privacy Notice

At BBASC we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via email, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Botesdale After School Club
The Village Hall
Botesdale
Diss
Norfolk
IP22 1DD

Club mobile number: 07952 961285 (Please leave a voice message if there is no reply.)

Ofsted Registration No: EY445021

Correspondence Address:

As above

Email address:

botesdaleoutofhours@gmail.com

Tel (Manager): 07952 961285

St. Botolph's Primary School telephone number 01379 890181

Wortham Primary School telephone number 01379 898484

Palgrave Primary School telephone number 01379 642507

Gislingham Primary School telephone number 01379 783283

Club Staff

Manager:	Paula Mills
Playworkers:	Sarah Raynham
	Emma Humphrey
	Helen Potter
	Jo Holmes

Early Years and Childcare Service

Suffolk County Council
Email address: childcare.planning@suffolk.cov.uk

Tel: 0345 608 0033.

Ofsted

Piccadilly Gate
Store Street

Manchester
M1 2WD
Tel: 0300 123 1231

Contact Numbers
Botesdale After School Club – 07952 961 285
Play Leader Paula Mills
Web Site – www.Botesdale-After-School-Club.org.uk