

TORBAY SCHOOL AFTER SCHOOL FUN CLUB

PROGRAMME, PHILOSOPHY, POLICIES AND PROCEDURES.

The safety of children in our care is our primary paramount priority.

We aim to provide a safe and stimulating programme, which caters for children of different ages, sex and cultural backgrounds.

PROGRAMME ENVIRONMENT:

All children will have equal opportunities and be encouraged to join in all activities.

1. STAFF CODE OF CONDUCT:

Fit for work:

Being dressed appropriately.

Be on time.

No friends or private use of cell phones at workplace.

2. BE AN EFFECTIVE AND RESPECTFUL TEAM MEMBER:

Work cooperatively with other staff.

Practice polite and calm communication.

Ask for help and advice whenever required.

3. MAINTAIN APPROPRIATE CONDUCT AT ALL TIMES:

Ensure you understand your job description.

Be an appropriate role model for children.

Do not discuss adult topics in front of children.

Be friendly and courteous towards parents.

Respect confidentiality of conversations between parents and staff.

Direct any grievances to appropriate channel.

Equipment belonging to programme to be treated with respect and accountability.

4. BEHAVIOUR MANAGEMENT:

Programmes will be designed to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected.

At the beginning of each programme staff and children will formulate a set of rules and discuss the consequences of breaking these rules. Programme rules will be based on Safety & Respect for each other, staff equipment and boundaries.

Positive reinforcement will be used at all times, however any child causing verbal or physical harm to other children will be given "Time out" with pencil and paper to think about their actions and inform their own parent of their actions. There is a Zero tolerance to Bullying and causing harm to other children. They will be asked to be withdrawn from the programme on consultation with

parents after 2 repeated incidents where an offending child is not respecting the safety of other children and/or staff.

5. 3 STEP SYSTEM

Step 1: Warning given and consultation with parents.

Step 2: Parent requested to collect child from Fun Club.

Step 3: Stand down permanently.

6. STAFFING

A ratio of 1:10 with minimum of 2 staff will always be present supervising children. Staff will not engage in prolonged personal discussions in person or on cell phone while responsible for supervision of children.

Staff under 16 will be supervised by older staff.

Hands on daily training will be provided and OSCN courses as applicable.

All staff are required to be supportive, non-abusive and present themselves as positive role models.

Treat all children with dignity and respect. Do not physically punish children.

Provide physical comfort and reassurance when needed but exercise caution when initiating displays of affection.

Clearly communicate programme rules and boundaries.

Be fair when responding to misbehaviours.

Encourage and assist but don't force children into an activity.

7. ACTIVITIES

Each Term a theme or project will be chosen that is beneficial to children's health, safety, education, social development and entertainment. Daily activities will be planned around that theme or project.

It is the responsibility of the supervisor to plan, create and undertake the programme content.

The programme will be posted in view for all to see each term.

ART & CRAFTS: Daily drawing, notebooks, theme day crafts i.e. Mother's Day.

COMPETITIONS: Sports, general knowledge, team challenges & obstacle courses.

CREATIVE PLAY: Drama, disco, storytelling role-playing, charades etc.

GAMES: Indoor: cards, chess, bingo etc. Outdoor: hide & seek, witches, cheat.

HOMEWORK: Assistance will always be given 3-3:30pm.

DEVICES: Children can use their devices after 5pm in a secure area inside Fun Club.

SPORTS: Swimming, soccer, rugby, roller blading, tennis, skate boarding, cricket & Biking.

THEME DAYS & Birthdays, Chinese New Year, Matariki, Halloween, Christmas etc.

DISCO'S:

SWIMMING POOL: Rules for use of the swimming pool are discussed at the beginning of each season and explained to new children as they arrive. Due to the number of children we are supervising we must be very strict in the rules and anyone breaking them will be removed from the pool immediately. Supervision Ratio 1-6.

Children are not deeper than chest level. They may not splash other children in the face, jump or dive into the pool, or walk around the ledge or run.

8. DUTY OF CARE:

When supervising children staff to give this task their complete attention.

Monitor situations whereas you are never alone with one child.

Stop activity immediately if you can see it could cause accident or injury.

Discuss incidents where safety is a concern with other staff to raise awareness.

Cell-phones can only be use in an emergency or when a staff member needs help with the children.

9. SPACE:

Desks are provided for children's homework responsibilities and a quiet space is available to read or rest. A sheltered space outside the classrooms is available for ball games, Hop-scotch etc. The field and playground are available for free play. Groups may also join activities in the hall under supervision.

OPERATION:

The programme will provide a well-managed service that meets the needs of the local Community.

Business continuity plan – maintain current standards with good quality Staff and procedures.

1. QUALITY IMPROVEMENT:

Introduction of Red Hats has extended to all children in 2018.

Web-site is updated regularly.

2. OPENING TIMES:

During term time the opening hours are 7:00am - 8:30am and 3pm – 5:45pm.

During school holidays opening hours are from 7:30am – 5:30pm.

A late fee will be charged for parents collecting children after the agreed time.

The programme will not operate on public holidays.

3. ENROLMENT & FEES:

All families must complete and sign an enrolment / contract form.

All information is confidential and for the sole use of After School Fun Club to maintain accurate knowledge for each child's safety, health and in acknowledging birthdays.

Fees as agreed upon at enrolment to be paid directly to supervisor or by Internet banking.

When a child is enrolled for a week that includes a Public Holiday, fees are payable for that holiday.

Fees are pre-pay on or before Monday of current week.

Where a space is reserved for a child the appropriate fee will be charged, whether the child attends or for any reason doesn't.

Children enrolled 'Full time' giving two weeks' notice on holiday leave for any 'Full' week, will be charged a retainer of half fees.

Pre-pay on or before current week Monday, cancelations after Monday charged.

4. COLLECTION / ACCESS:

Parents must advise After School Fun Club of absences, or changes to agreed arrangements.

Parents are expected to sign children in for 'am' session and out on collection with times recorded.

If a child does not arrive at the pm programme we will:

- 1: Check with class teacher and fellow students.
 - 2: Check with office staff or principal.
 - 3: Check play area.
 - 4: Contact parents.
- Police will be called with liaison from school and parents.

If a child is not collected from programme:

- 1: A staff member will remain with the child.
- 2: Parents and Emergency contacts will be contacted.
- 3: In case of no parent / emergency contact within one hour a note will be posted on the door of the centre indicating where the child has been taken. The coordinator will also be advised.

Parents must inform staff if a person who is not listed on the child's enrolment form will be collecting the child. Staff will not otherwise release the child.

No children may leave the programme unaccompanied without written or text consent from parent.

5. GRIEVANCE AND COMPLAINTS PROCEDURE:

- 1: Parents approach the supervisor who will attempt to rectify the situation.
- 2: If a parent is still unhappy, they may contact the Manager / owner.
- 3: Further complaints must be made in writing and must contain details of the grievance and desired outcomes. Where possible a mutually agreeable outcome will be sought within 14 days.
- 4: MSD and OSCN are available for advice.

6. SPECIAL NEEDS CHILDREN:

Children with Special Needs will not be excluded from the programme, providing that the supervisor is confident that the child's needs can be catered for within 1:10 ratio and without negatively affecting the other children in our care and ensure that the child will benefit from being at the programme.