



SOMERVILLE PRIMARY SCHOOL

OTIS Club Policy

Date policy last reviewed: 24/04/2024

Signed by:

P Dickson

Headteacher

24/04/2024

Date:

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Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Healthy Eating and Drinking Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Early Years Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy
- Fire Safety Policy

Otis Club – Breakfast and After School Club Policy

Somerville Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence. We provide a high range of stimulating and creative activities in a safe environment.

Our aim is to establish an Out of School Club where everyone will always be made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound childcare service. Breakfast and after-school clubs are made available to children aged 4 to 11, allowing parents more flexibility with their working hours.

The **Breakfast Club** operates from 8:00am - School start (term time only).

The **After-School Club** operates from School finish – 17:45pm (term time only).

Otis Club Manager: Mrs A Maguire

School office: 0151 638 5074

Otis Club (outside of school hours) – 07955 425626

1. Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list.

- The staff to child ratio for our school's wraparound services is as per legal requirements (1:8 for EYFS)

Parents are required to complete and return the Otis Club registration form before children attend the clubs. The Otis club policy is emailed to all new parents and is also available on the school website.

The standard daily fee for attending the breakfast club is £2.00, the after-school care club is £8.00. The following conditions are also in place:

- All places are subject to availability.
- Sessions are to be booked before the new term begins and a place will be confirmed for the whole term. All sessions will be paid for even when a child is absent.
- Late or non-payment of fees will jeopardise your child's place at Otis club.
- Fees are paid via ParentPay
- The club accept childcare vouchers
- Children must be collected by 17:45pm (term time) or a late fee will apply per child

- There is an initial fee of £10 for the late collection of children, plus £5 per 5 minutes from 18:05 onwards
- All contagious diseases must be notified to staff in advance.
- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

2. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Breakfast club

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register.
- A member of the school staff will collect pupils from the breakfast club and escort them to their respective classes (F2 and KS1 Only).

After-school club

- Reception, Year 1 and Year 2 pupils will be escorted to the collection point by After school Club staff and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way. If a pupil arrives at After School Club, but is not on the register, a staff member will check with the school and the parent before turning the pupil away.
- Where there are children booked to attend the club, but they have not arrived, the club will call the children's parents immediately.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in the missing child procedure section of this policy.

3. Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents are invited to visit the facilities before their child attends.
- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

4. 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.

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

For more details on equal opportunities and special needs, see our Equal Opportunities Policy and Somerville Federation SEND Policy, which are available on the website.

5. Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school ensures it holds at least two emergency contacts for each pupil registered at the club.

All staff are informed of the missing child procedure as part of their induction.

If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child remains missing, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The headteacher liaises with the police and the parents of the child.

6. Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late
- The parent is warned that repeated late arrival will result in penalty fees
- A £10 late fee will be charged for repeated late pick-ups.

If the parent is over 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- When the parent arrives, they are issued with a penalty notice of £10, plus £5 per five minutes after 18:05pm

If the parent is more than 45 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

7. Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

8. Safeguarding

Otis Club follows the Federation's Safeguarding Policy

<https://www.somerville.wirral.sch.uk/safeguarding>

Otis club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. Mrs A Maguire is Designated Safeguarding Lead for Otis Club with Mr P Dickson being DSL for the whole school.

9. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

All members of staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents of the child are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

10. Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

11. Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

12. Anti-bullying Policy

The school has a strict Anti-bullying Policy which is implemented at all times.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing
- The child who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists, more serious action, such as exclusion, is considered
- All incidents are reported to the headteacher, and incidents are recorded and investigated.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

13. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is the grass area outside the mail hall.
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

If a child has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

14. Monitoring and review

This policy is reviewed annually by the headteacher and the DSL.

The scheduled review date for this policy is April 2025.