



# Winnington Winners Before and After School Club

**Winnington Park Primary School  
Firdale Road  
Northwich  
Cheshire  
CW8 4AZ**

**07516 030980**



Policy Document

## **OVERVIEW**

Winnington Winners Before and After School Club is a provision for the children of Winnington Park Primary and Nursery School. It has its own facilities on site and staffed are employed by school.

Staff are friendly and welcoming, with appropriate and recognised qualifications or experience of working with children. All have up to date DBS certificates and accredited first aid qualifications.

## **ADMISSIONS**

Winnington Winners is registered for children between the age of 3 and 11 years.

## **ARRIVALS AND DEPARTURES**

It is the policy of the Children's Club to give each child a warm welcome on arrival.

Children will be greeted by a member of staff who will ensure his/her safety, and their attendance is recorded in the register.

Children must be collected by a parent/carer or named adult.

The register must be immediately marked to show the time of departure and that the child has left the building. Any late collections must be recorded in the Late Collection Book.

## **ACCESS TO INFORMATION**

All documents relating to Winnington Winners can be viewed on the school website and paper copies are available on request.

## **ACCIDENTS**

A great effort is made to provide a safe environment but accidents may still happen.

A qualified first aider will deal with any accident that occur immediately. A first aid box containing all the required equipment is available.

Details of the accident and treatment given must be recorded and signed by the member of staff who administered the first aid.

If a serious accident occurs, then all effort will be made to contact a parent or any named emergency contact. If a parent is unable to be contacted a staff member will accompany the child to the most appropriate centre for medical treatment.

## **BEHAVIOUR**

At Winnington Winners, we want all children to have a fun and relaxing time with us. Positive behaviour and consideration for others and school property will be encouraged by praise and acknowledgement from our staff in line with the school's behaviour strategies.

Please see the school Behaviour Policy.

## **BOOKING AND CANCELLATIONS**

Bookings need to be made online using the School Gateway system at least 48 hours in advance. Routine telephone bookings cannot be made. Payment for sessions needs to be made upfront at the time of the booking.

Cancellations need to be made 48 hours in advance. Cancellations within 48 hours of the booked session, or 'no shows', will be charged for the full session unless your child has been absent from school with illness.

## **BULLYING**

Effective anti-bullying strategies form part of the school Behaviour Policy.

Bullying can be defined as deliberately hurtful behaviour reported over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying behaviour will not be tolerated and will be dealt with swiftly and effectively in line with the school's Anti-Bullying policy and Behaviour Policy.

## **CHILD PROTECTION**

This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to emotional, physical, sexual abuse or neglect.

Our prime responsibility is the welfare and well-being of all children in our care. As such we believe we have a duty to the children, parents /carers and staff to act quickly and responsibly in any instance that may come to our attention.

Should any member of staff have concerns they should report to the school safeguarding lead and note on CPOMS. Strict confidentiality will be observed at all times.

It is the policy of Winnington Winner's to provide a secure and safe environment for all children. All staff receive regular safeguarding training. Please see the school's Child Protection and Safeguarding Policy.

## **COMPLAINTS PROCEDURE**

Day to day misunderstandings can usually be remedied without resorting to a formal complaint. If any parent /carer should have cause for complaint they should, in first instance, take it up with the manager in charge.

If the complaint cannot be resolved after speaking to the Winners manager, then a senior member of staff from the school must be contacted to investigate further.

The school's complaints procedures should be followed should no resolution be able to be found which is available on the school website.

## **CONFIDENTIALITY**

It is a legal requirement on the Children's Club to hold information about the children. Basic information is used for registers, invoices and for emergency contact, however all procedures follow GDPR guidance.

If however a child is considered at risk our Child Protection and Safeguarding Policy will override confidentiality.

## **COSTS**

Winners is not run for profit and school does not make any money from providing the service.

**From 1<sup>st</sup> January 2024**  
Morning Session

- 7:30am - 8:50am - £5.00

### Afternoon Session

- 3:10pm – 6:00pm Monday to Thursday - £11.00
- 3:10pm – 5:45pm Friday - £11.00

Families using childcare vouchers are requested not to let their outstanding balance rise over £100, and to clear any outstanding balances within 7 days when requested by the school. Children will be removed from the booking system if this is not adhered to.

The costs for school staff members are different and members of staff should contact the headteacher for a copy of the staff charging policy.

There is no facility for incremental charging based on the amount of time children attend the club.

### **Late Charge**

If a child is late being collected, two staff members will have to stay with the child. There will be a late charge of £10 for each 15-minute period entered.

### **EQUAL OPPORTUNITIES**

Winnington Winner's will not tolerate any discrimination against staff or children. Discrimination on the grounds of colour, sex, race, religion, creed, marital status, ethnic or national origin, or political belief has no place within this club.

The staff are committed to:

- Encourage positive role models, displayed through toys, imaginary play and activities that promote non-stereotyped images. Books will be selected to promote such images of men and women, boys and girls.
- Encourage children to join in with activities, i.e. dressing up, shop, home corner, dolls, outdoor play on bikes etc.
- Regularly review childcare practice to ensure the policy is effective.

No child will be discriminated against on the grounds of sex, race, religion, colour, or creed. Wherever possible those designated disabled or disadvantaged will be considered for a place, taking into account their individual needs and the ability of the club to provide the necessary care.

## **GENERAL SAFETY**

The children are allowed use of the playgrounds and field with supervision. They are not allowed to play near the car park area.

## **FIRE DRILL - ON DISCOVERING A FIRE**

### **Staff will:**

- Raise the fire alarm.
- Immediately evacuate the building under the guidance of the manager in charge
- Check all rooms, toilets, corners etc.
- Using the club entrance, or nearest fire exit if in school premises and assemble on the playground.
- Close all doors behind you.

### **A member of staff will:**

- Pick up registers and mobile phone.
- Make a final check closing all doors behind them.

### **In a safe assembly point on the playground or field:**

- Contact the fire service.
- Check the children and staff against the register.
- Do not try to collect personal belongings on evacuating the building.
- Do not attempt to go back in the building and tackle the fire.

## **HEALTH AND SAFETY**

The aim of this policy statement is to ensure that all reasonable steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

- To establish and maintain a safe and healthy environment throughout the building.
- To establish and maintain safe working procedures amongst staff and children.
- To make arrangements for ensuring safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- To maintain a safe and healthy place of work.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the building.
- To follow the regulations of the health and safety at work act.

We believe the risks in the children's club environment to be low but to maintain maximum protection for children, staff and parents/carers we consider it necessary to:

- Ensure the highest standards of cleanliness are maintained.
- Ensure safe and clear access and exits from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action.
- Ensure that all staff are aware of the fire procedures and regular fire drills are carried out.
- Ensure that all staff are aware of the procedures in case of accidents.
- Ensure that all staff take reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
- Prohibit smoking on the premises.
- Prohibit any contract worker on the premises without prior discussion with the officer in charge to negate any risk to the staff or children.
- No inappropriate jewellery to be worn.
- Dress code; smart and practical with sensible shoes.
- No running inside premises or any gymnastics.
- All electrical sockets should be protected by safety plugs, no trailing wires.
- All cleaning materials to be kept on the high shelf in toilet area out of reach of children.

- Nuts or products containing nuts are not allowed on the premises.
- All staff should familiarise themselves with the first aid box and should be aware of all children who have inhalers or allergies. Only qualified first aid staff should deal with any accident.
- Children must be supervised at all times.
- No student / work experience should be left unsupervised at any time.

Read the school's Health and Safety Policy.

## **MEDICATION**

Medication such as inhalers or hay fever drops will be administered provided written authorisation is submitted by a parent /guardian. A member of staff will administer such medicine and record it in the medicine report file.

Children who become unwell at the club will be regarded as unable to attend and the child's parent / carer will be contacted and asked to collect the child.

## **OUTDOOR PLAY**

The children are allowed use of the playground after 3.30pm under supervision. They are not allowed to play near the car park. Staff will use a walkie-talkie to communicate with other staff members who may be indoors. In warm sunny weather we ask that you provide your child with a sunhat and sun cream (named please).

## **NO SMOKING POLICY**

The children's club operates a no smoking policy within its building and grounds.

## **MISSING CHILD PROCEDURE**

Please see the school's Missing Child Policy.

## **PUPIL PREMIUM**

For families with children in receipt of Pupil Premium, attendance at the club will remain free for now, but families will be subject to the same booking conditions as all other users:

- Bookings must be made online 48 hours in advance of the session. Routine telephone bookings cannot be made.
- Cancellations within 48 hours of the booked session, or 'no shows', will be charged at the full session rate. Payment must be made within 7 days or the child will be removed from the booking system until the outstanding balance is paid.

## **SPECIAL EDUCATIONAL NEEDS**

At Winnington Winners we are committed to the integration of children with special needs. We believe that all children have the right to be able to develop their potential alongside each other. It is a positive experience to be able to share the same opportunities and overcome any difficulties together.

- To recognise any special needs a child may have and ensure all staff are aware of them.
- To assess each child's specific needs and adapt our facilities as appropriate.
- To ensure that all children are treated as equals and are encouraged to take part in every aspect of the time spent within the club.
- To promote positive images of those with special needs wherever possible.

Winnington Winners believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique therefore any attempt to categorise children is inappropriate. Children learn from interacting with other children and by giving them these experiences children with special educational needs can be educated and develop as far as practicable with peers without special needs.

Children with special needs have the right to be included and for their needs to be met. A child's disability may range from physical disability through to specific medical condition or illness, to developmental delay or social and emotional and mental health difficulty. The disability may be visible or invisible (e.g. Epilepsy).

## **Inclusion**

What is inclusion? And why is it important?

Inclusion means removing barriers and providing supports in order to allow children with disabilities to participate in all aspects of life. This is important because:

- All children need a sense of belonging for self-esteem and healthy child development.
- Being at a club with other children helps children with disabilities to learn social skills.
- Inclusion also helps make other children in club more aware, sensitive and compassionate.

## **SUPERVISION OF STAFF**

The Headteacher is responsible for ensuring all staff are registered to work in the building. Ofsted forms are issued and checks carried out (full enhanced DBS Checks).