



Sullivan Upper Prep After School Club

Aims and Objectives

We aim to provide a happy, warm and caring environment, within the Prep. Department, where children can experience a variety of play and activities in a safe, supervised environment.

- We will operate a secure facility for a specified time and number of children. (Registered for 30 children)
- Staffing will be on a 1:10 ratio
- Children will have opportunities to experience a wide variety of appropriately supervised games, crafts and social activities - both inside and outside.
- Our pupils will be provided with a healthy snack.
- We will promote a positive relationship with parents/carers and provide informal, verbal feedback as required, at time of collection or by message on Seesaw.



Sullivan Upper Prep After School Club

Admissions

During the Spring term all parents of the Prep Department, including parents of the incoming Prep 1, will be invited to apply for a place for commencement in August/September.

Selection Criteria

The number of places is restricted to 30, as per our Registration by South Eastern Health and Social Care Trust. In the event of over subscription, priority will be given to applicants based on:

1. The number of sessions booked per pupil, with full sessions carrying a weighting of 1.5, reduced sessions carrying a weighting of 1.0
2. The number of days required per week will carry the following weightings:
5 days per week = 5
4 days per week = 4
3 days per week = 3
2 days per week = 2
1 day per week = 1
3. A first come, first served basis based on the time and date of receipt of application.
4. Applications of siblings will be treated as one application, with scores totalled for the selection process.

Unsuccessful applicants will be placed on a waiting list or may be offered an ad-hoc place.



Sullivan Upper Prep After School Club

Settling In

We want our children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the experiences they enjoy in the After School Club.

Staff will also aim to build relationships with parents/carers - sharing together any necessary information about their child in a positive manner. Photos of achievements will also be shared on Seesaw. Confidentiality will be respected when sharing information.

Prep 2-7 children who have been allocated places will start at the beginning of the new school year. These children are familiar with the setting of the ASC, however staff will be aware that for some this will be a new experience for them at the end of their school day. Staff will endeavour to make the setting comfortable and homely for the children so that they will benefit from what it has to offer.

During the first two weeks of September, Prep. 1 pupils finish school at 12 noon to facilitate their adaptation to Primary School education. In order to support this initiative, the ASC will not be available to them during this period. However, they will be gaining familiarity with the setting and this will ease the transition period when they start in the ASC. They will also be introduced to the ASC staff and encouraged to visit the ASC before they commence.

We recognise that children cannot play or learn successfully if they are anxious or unhappy - staff will reassure them that their parents will return at the end of the day.



Sullivan Upper Prep After School Club

Absence of Person in Charge Policy

Principle

Sullivan Upper Prep After School Club is committed to organising the staff, resources and environment to ensure the provision of a high quality of care at all times.

Policy

This policy has been introduced to ensure that the appropriate processes are in place to ensure that all absences by the Person-in-Charge of whatever duration are covered under the agreed deputising arrangements in the After School Club.

At all times management will ensure that:

- The designated deputy will reflect the management structure and will have appropriate levels of experience and qualifications required to deputise.
- A minimum of two vetted staff are on duty at any one time.

To meet this we use the following ratios of adult to children: 1:10

(Guidance taken from the *Childminding and Daycare Minimum Standards* www.dhsspsni.gov.uk).

Procedure

- All employees understand their responsibilities and follow absence and sickness notification procedures.
- We will ensure that there is a suitably qualified and experienced deputy employed within the setting at all times.
- We have contingency arrangements in place with relief staff to cover both absences and emergencies, to ensure that ratios are maintained at all times.
- We will use Health and Social Care Trust guidance on obtaining references and enhanced criminal record checks for staff and volunteers who will have unsupervised access to children.
- We will keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done in staff personnel files.
- We will continue to comply with all policies within the setting and those in a deputising role will be aware of their additional duties, during the absence of the person in charge as reflected in their terms of employment.



Sullivan Upper Prep After School Club

Confidentiality

Personal and sensitive details which children and parents have confided about their lives or family situations will not be passed on to others.

However, since the welfare of the child is paramount, considerations of confidentiality will not be allowed to override the right of children to be protected from harm. Therefore in any situation where there is an allegation or suspicion of abuse, emotional, sexual or physical we will follow the appropriate line of procedure. (*Reference: Child Protection Policy*).

In order to implement this policy, we believe that strict confidentiality is essential in all matters pertaining to the group in relation to -

PEOPLE - all personal information relating to children, families, staff.

(Parents will be directed, as necessary, to a private area to discuss potential additional needs).

RECORDS - all records on children and staff recruitment and selection will be kept in a locked and secure place. (Records no longer required will be shredded).

Accident/Incident Books and/or forms are retained by the school in line with the Disposal of Records Schedule.

SHARING OF INFORMATION - Parents are informed about child records required by Social Services and the responsibility of the ASC Supervisor with regard to child protection issues.

This policy is to be shared with existing and new staff, parents and be a part of the induction process for new staff.

ASC staff have received training on the school's Data Protection Policy, a copy of which is available upon request.

Confidentiality is given the highest priority within all areas of the ASC.



Sullivan Upper Prep After School Club

Complaints

We have adopted the school policy for our After School Club

1 Introduction

- 1.1 We believe that our ASC provides a good caring facility for all of our children and that the Head of Prep and ASC staff work very hard to build positive relationships with all parents. However, the ASC is obliged to have procedures in place in case there are complaints by parents. If any parent is unhappy with the care that their child is receiving, or has any concern relating to the ASC, we encourage that person to talk to the Supervisor immediately.

The following sets out the procedure that the ASC follows in such cases.

- 1.2 The Complaints Procedure has 3 stages: The Initial Approach to register a concern; Formal Complaint to the Head of Prep, Headmaster or Prep Committee of the Board of Governors; Appeal to the Board of Governors.
- 1.3 We deal with all complaints. If the ASC cannot resolve any complaint itself, those concerned can ask the Principal and the Prep Committee to intervene.
- 1.4 All parents have the right to appeal to the Board of Governors, if they still feel that their complaint has not been properly addressed.

2 Aims and objectives

- 2.1 Our ASC aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed and then resolved.

3 The complaints process

- 3.1 If a parent is concerned about anything to do with the care that we are providing in our ASC, they should, in the first instance, discuss the matter with the ASC Supervisor. Most matters of concern can be dealt with in this way. All staff work very hard to ensure that each child is happy in the setting; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's happiness. Parents should feel able to raise concerns with the Supervisor either in person, by telephone or in writing.
- 3.2 Where a parent feels that a situation has not been resolved through contact with the Supervisor, that their concern is of a sufficiently serious nature or is about the Supervisor, they should make an appointment with the Head of Prep. The Head of Prep considers any such complaint very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.
- 3.3 Should a parent have a complaint about the Head of Prep or how the concern is being handled, s/he should first make an approach to the Principal who is obliged to investigate it. The Principal will do all he can to resolve the issue through a dialogue with the parent and Head of Prep, but if a parent is unhappy with the outcome, s/he can make a formal complaint to the Board of Governors, as outlined below.
- 3.4 Only if an informal complaint fails to resolve the matter should a formal complaint be made to the governing body. This complaint must be made in writing, stating the nature of the complaint and how the ASC and school have handled it so far. The parent should send this written complaint to the Chairperson of the Board of Governors for the attention of the Board of Governors Complaints Sub Committee.
- 3.5 The Board of Governors must consider all written complaints. A meeting is arranged to discuss the complaint and an invitation is given to the person making the complaint to attend the meeting, so that s/he can explain it in more detail.
- 3.6 After hearing all the evidence, the Governors consider their decision and inform the parent about it in writing. The Governors do all they can at this stage to resolve the complaint.

4 Monitoring and review

- 4.1 The Prep Committee of the Board of Governors monitors the complaints procedure, in order to ensure that all complaints are handled properly. The Head of Prep logs all complaints received by the ASC and records how they were resolved. The Head of Prep shares this information with the Principal and the Prep Committee on a regular basis.

4.2 Modifications may be necessary to this policy. It is made available to all parents, so that they can be properly informed about the complaints process.

A Complaints Register is held in the ASC and is available for Inspection by the Trust's Early Years Team.

Parents/staff have the right to contact Social Services if they believe it to be appropriate.

Appendix A and Appendix B - ASC has adopted School Policy and adapted as necessary.

Appendix A: Summary of Complaints Procedure - Guidelines for Parents

If you have a concern, please let us know as soon as possible as it becomes difficult to investigate properly an incident or problem which has happened some time previously. In general, you will need an appointment to discuss your concern and you can make one by telephoning the Prep Secretary from the hours of 8.30am - 3.30 pm.

The procedure below summarises the procedures and steps of progression to be followed by the parents in raising a concern or making a complaint.

1: **ASC Staff:** Most concerns can be sorted out by speaking with the ASC Supervisor. If you feel that the issue is of a very serious or sensitive nature, or if you are dissatisfied with the member of staff's response, you can raise your concern directly with the Head of Prep.

2: **Head of Prep:** This stage may be an informal or formal (written) complaint. Should the complaint be formal, the Head of Prep will pass it to the Headmaster.

3: **Headmaster:** Similarly, you may wish to raise the matter directly with the Headmaster without following steps 1 & 2. This may still be informal or you can make a more formal (written) complaint at this stage.

4: **Chair of Board of Governors:** If you are dissatisfied with the Headmaster's decision or manner in which the school has dealt with your concern/ complaint, you should write to the Chair of the Board of Governors, using the school address, requesting that the matter be referred to the Board of Governors Complaints Sub-Committee. Following the appropriate meeting to discuss the concern, a written statement outlining the Sub Committee's decision will normally be sent to both the complainant and the Headmaster within 15 working days.

Appendix B: Concerns and Complaints Procedure – Guidance notes for staff

The overriding principle for staff receiving concerns expressed by other individuals is to reassure them that they will be dealt with as soon as possible by the appropriate member of staff. Concerns and complaints are recognised as a valuable way in which organisations receive first-hand feedback about core activities and can provide opportunities to develop and revise practice and procedure to meet objectives more efficiently and effectively. Complainants may be parents, pupils, neighbours, members of the public, elected representatives or other school staff.

No member of staff is required or expected to listen to foul or abusive language or to be placed in a potentially hazardous or threatening situation. The Board of Governors is fully committed to meeting its obligations as an employer by protecting and safeguarding the welfare of all staff in the widest sense. It will therefore support and defend staff against allegations that are malicious and/or repeatedly vexatious, will facilitate links with and guidance from appropriate bodies and will seek to provide suitable training opportunities. Good internal communications and team working within the school are essential to developing appropriate practice and responding effectively to legitimately expressed concerns or complaints.

If you receive a complaint about another member of staff or some aspect of the school not personal to yourself:

It's likely in this day and age that teachers and non-teachers and ASC staff will be informed about some concern should it be the running of the school, a school policy, school finance, pupils' behaviour, the actions of another member of staff etc. It is important to listen carefully to such concerns and to reassure the person that they will be treated with respect and that their worries will be addressed. In most cases it should be possible to deal with the matter then and there in an informal way or to pass it to someone more appropriate or knowledgeable to resolve it. This is the Initial Approach, also called the Informal Stage.

If, however, the concern is about another member of staff, for whom you have no direct responsibility, you will not be able to deal with the issue yourself and you should refer the matter speedily to someone who has the appropriate responsibility. Please be prepared to make and keep a brief written record of the matter indicating the date, nature, circumstances and any action taken as this may be needed later.

If a complaint is made about you personally and you hear or receive it directly from the person voicing the concern, it may also be possible to deal with the matter informally and quickly. In such cases you should inform the member of staff to whom you are accountable fully and as soon as it is practicable thereafter. If the concern about some aspect of your work is made to another member of staff you will be informed by the appropriate colleague and may be asked to provide evidence. No assumption about the legitimacy of the concern will be made and obviously spurious, unfounded, trivial or malicious allegations will be either ignored or if necessary, referred to the police. It is recognised that the voicing of complaints against a member of staff, although rare, can be traumatic and upsetting for the member of staff concerned.

Therefore all efforts will be made within the terms of this policy agreement to handle matters with sensitivity and tact and to maintain the confidentiality of information to key personnel. However, with apparently legitimate cases, you will be expected to co-operate fully with the school-based investigation. In most cases it is expected that the matter will be resolved quickly and amicably and will have stemmed from a communications failure, a genuine misunderstanding or an honestly made mistake. In more serious cases involving a formal complaint (Stage 2) or which, following investigation, is judged to have some foundation, further action may be considered appropriate. This could take the form of some internal discussion with agrees changes to practice and procedure or the provision of support and advice. In exceptional cases it may be necessary to invoke the school's disciplinary procedures and /or other policies such as that relating to Child Protection. In any event, the rights of the employee will not be adversely affected and their access to independent professional advice and the support of a colleague or friend at any formal meeting will be maintained, as will their right to invoke other school policies such as the Grievance Procedure and to appeal any decision forthcoming as a result of the school's response at Stage 2 of the process.



Sullivan Upper Prep. After School Club

Reporting Adverse and Untoward Incidents

Each member of staff has a duty to inform the Designated Officer (or Deputy Designated Officer) if they have any suspicions, no matter how slight, that a child is being abused.

The Designated Officer has a responsibility to ensure that a record is kept of any signs or symptoms observed. The record should be a detailed and factual account of what has been seen or heard. This must be dated and signed and kept by the Designated Officer in a secure place.

Discussions with staff about suspicions concerning a child should be to ascertain observed behaviour and should be kept on a 'need to know basis'.

The Designated Officer should discuss the concern with parents stating the concern and explaining the procedure to be followed i.e. informing the registering social worker. This contact should be recorded and dated.

The Designated Officer should then advise the registering social worker of the concern. The social worker will assess the level of risk and what action may be required.

If a child has alleged that the parent has caused the injury or concern the Designated Officer may consider contacting the registering social worker before discussing the concern with parents.

If any member of staff or parent is concerned about another member of staff's behaviour in relation to their treatment of children they must report their concerns to the Designated Officer (or Deputy Designated Officer) who will then determine the next step to be taken.

As the ASC is linked with the Prep. Dept the ASC Designated Officer will report to the Head of Prep. (Prep. Designated Officer).



Sullivan Upper Prep. After School Club

Behaviour Management/Managing Aggression

We endeavour to develop and implement positive policies which foster self-esteem and respect, tolerance and self-control.

We aim to provide a happy, stimulating play environment for children, thereby reducing the likelihood of problem behaviour.

We seek to create a disciplined environment in which children learn to control their own behaviour, to feel good about themselves, to understand the needs of others and to understand the consequences of their actions.

We appreciate the difference between discipline and punishment, the latter being to cause a person to suffer for an offence or to inflict a penalty. These tactics usually produce negative reactions in children.

We appreciate the difference between praise and encouragement, the latter being to support a child in his/her efforts and acknowledge his/her individuality.

We aim to keep specific rules to a minimum and in line with school rules. These rules are negotiated/discussed with the children to ensure that they understand the reasoning behind them e.g. for their safety.

We will endeavour to express suggestions and directions in a positive rather than a negative form, and to emphasise what a child can, rather than what they can't do.

We will acknowledge a child's feelings (e.g. aggression, disappointment, frustration) and help him/her to deal with these through their play.

When a child behaves inappropriately, he/she will be withdrawn from the activity for a short time to:-

- a) safeguard the other children and
- b) ensure through one to one discussion that he/she understands it is the behaviour, rather than the child, that we disapprove of.

Initially the child may be directed to another activity but if inappropriate behaviour persists 'thinking time' may be given for a few minutes.

More serious incidents will be recorded in an incident book and discussed with the parent/guardian that day. They will be asked to sign the incident book.

Exclusion

When all above procedures have been exhausted we will work in partnership with parents and provide an exclusion period for the child.

Reference Anti-Bullying

All staff are made aware of the policies on Behaviour Management and Anti-Bullying so that a consistent approach will be followed within the group.

Parents/carers should feel free to discuss any issues or concerns with the Supervisor or Head of Department and should keep them informed of any circumstances which affect the child.



Sullivan Upper Prep. After School Club

Anti-Bullying

We are committed to providing a caring, friendly and safe environment for all our children in a relaxed secure atmosphere. We acknowledge that there can be underlying reasons for certain behaviours that may be determined by the stage of development. However, we also acknowledge that bullying can occur at a very young age and will deal with any incidents in a prompt and developmentally appropriate manner.

What is Bullying?

Bullying is the persistent use of aggression, with the intention of hurting another person. Bullying results in pain and distress to the victim.

Signs of Bullying:

- | | |
|--------------------|--|
| * Emotional | Being unfriendly, excluding children from play |
| * Physical | Pushing, hitting, punching etc |
| * Verbal | Name calling, teasing |
| * Racist | Racial comments, gestures, excluding from play |

Procedures

All staff shall be made familiar with this policy and made aware that it does not only apply to children but staff/children and staff/staff.

Normal behaviour management strategies will be applied (see Behaviour Management Policy)

Any incidents of bullying should be challenged immediately.

The victim should be comforted and reassured.

In exceptional circumstances, where the bullying behaviour continues, we work in partnership with parents and if appropriate, seek professional advice.



Sullivan Upper Prep. After School Club Staffing

All staff must hold qualifications as recommended in the Childminding and Day Care for Children Under Age 12 Minimum Standards. The most appropriate qualification for this setting is QCF Level 5 Diploma in Playwork. However, where current staff have previously attained NVQ Qualifications in Early Years Care and Education this will be an acceptable alternative to QCF Diplomas.

Staff selection and recruitment arrangements ensure the safeguarding and protection of our children.

The ASC Supervisor will carry out an induction with all new staff, including relief staff. A checklist is completed, signed and dated by both Supervisor and new member of staff. They will also receive a copy of all policies for their information.

At least one member of staff should have First Aid Training.

Staff will be encouraged to attend training offered by Social Services, Early Years the Organisation for Young Children or other appropriate networks.

Regular informal discussions will take place to ensure the smooth running of the facility and evaluate plans.

Staff Meetings will give opportunity to discuss any staffing issues that may arise, share information and develop the ideas/topics put forward by the children. These meetings will be minuted.

The Supervisor will meet with staff members individually during the year to discuss their development and share any concerns. These meetings are minuted and kept on their Staff file.

An Annual Review (for the School) is also carried out in June - the Supervisor arranges a time to meet with staff to complete this.

Staff mobile phones must be stored in a secure location during After School Club hours.

Staff do not have a uniform, however, in keeping with the school policy they are required to wear smart casual clothing and no denim. For health and safety reasons flip flops should not be worn.



Sullivan Upper Prep. After School Club Equality

Our policy is intended to provide and maintain equality of opportunity for all children and parents or carers within the ASC. Everybody is welcome whatever their religion or culture.

Employment

- The best person will be appointed for each job and all applicants will be treated fairly. No applicant will be actively discriminated against but we would expect them to comply with the aims and objectives of the ASC.
- When we interview we will ask questions relevant to the job and the same questions will be asked of each person. (Ref: School Equal Opportunities Policy)

Parents' Role

- We will encourage parents and carers to become involved by making them welcome, by respecting the differences in families, their language and religious cultures and by encouraging them to contribute in whatever way they can.

Children in the Group

- All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment will offer children opportunities to develop in an environment free from prejudice and discrimination.

Special Needs

- We recognise the wide range of special needs of children and families and will consider what part it will play in meeting these needs.
(Ref: Additional Needs Policy)

Discriminatory Behaviour or Remarks

- We consider discriminatory behaviour or remarks to be unacceptable. The response to discriminatory behaviour or remarks will aim to be sensitive and supportive to the feelings of the victim and to help those responsible to understand and overcome their prejudices.



Sullivan Upper Prep. After School Club

Play Policy (Including maintenance and replacement of equipment)

The toys and equipment in the After School Club provide opportunities for children to share and develop new skills and concepts in the course of their play - both with other children and adults.

We ensure that the range of resources and activities provided:

- are appropriate for the ages and stages of the children, meeting their differing needs
- offer challenges to developing physical, social, personal and intellectual skills
- include a range of raw materials that can be used in a variety of ways to encourage creativity
- conform to all relevant safety regulations and are of good quality

Staff will regularly seek the views of the children to ensure their interests are explored when activities are planned.

All equipment will be checked regularly and defective equipment removed.

We continually update and add to resources.



Sullivan Upper Prep. After School Club

Participation

Sullivan Upper Prep. After School Club recognises and values parents as the first educators of their children. It is therefore committed to developing ways of working in partnership with parents and in support of families to promote the best interests of the children.

We appreciate that the After School Club is a facility for working parents and therefore involvement is limited.

Parents are made aware of the ASC systems and policies.

Seesaw was introduced as a means of communication in November 2022. This also share with parents a taste of their child's day/week in the ASC.

An informal verbal exchange is provided at the end of the session.

Parents are encouraged to express their views verbally; in writing in our Comments Book or Complaints Register.

Parents have the right to confidentiality from the staff, except where the child's welfare would override this.

Parents wishing to access records about their child are referred to the school Data Protection policy. A copy is available on request.



Sullivan Upper Prep. After School Club

No Smoking Policy (including e-cigarettes and vaping)

Sullivan Upper School became a non-smoking environment from 1 January 2001 and since then this has become a legal requirement.

The No Smoking Policy for the school has been adopted by the ASC.

All staff, visitors and pupils may not smoke while on the school premises.

No smoking signs are displayed.



Sullivan Upper Prep. After School Club

Photography and Videography

We have taken the decision **not to** photograph the children in the After School Club for display or social media purposes.

Video recordings of the children will not be made.

If we know of a special occasion arising we would seek written permission from parents to take photographs of their child for display in the After School Club. Parents acknowledge this on our Registration Form.

The staff are aware of this policy.

NB: Parents who have accepted/signed up for Seesaw give permission for photographs to be taken and shared on Seesaw only.



Sullivan Upper Prep. After School Club

Provision of Food and Drink

We aim to provide a healthy snack for the children, recognising the need to encourage healthy eating habits to help children to reach their full potential in terms of growth and development.

This will consist of a variety of:-

- breads
- yoghurts
- vegetables e.g. cherry tomatoes and carrot sticks
- fruits
- cheese
- milk or water.

This can be adjusted to suit particular dietary requirements. A copy of menu is on display for parents to view.

Fresh drinking water is available, upon request, at all times.

Special Occasions e.g. end of term parties

- we will provide healthy food options

Our aim is to provide a healthy diet at all times.

Activities

- a healthy lifestyle is promoted through a variety of activities during outdoor play.



Sullivan Upper Prep. After School Club

Health and Safety Policy

The children's safety is promoted at all times ensuring that proper precautions are taken to prevent accidents and minimise risks to them.

The ASC is accessed through via a door bell and the entrance door remains locked. A buzzer sounds when the door is opened. CCTV is not operational on these premises.

A Fire Risk Assessment has been carried out for the ASC premises and is reviewed annually.

A Risk Assessment has been carried out for outdoor activities and equipment. This is reviewed annually.

A daily record/checklist is completed for the setting - indoors and outdoors.

Fire Drills and equipment -

- ASC staff carry out monthly Fire Drills and record the appropriate details
- Fire Extinguishers are checked annually.

Hygiene -

- the children are encouraged to wash their hands before food and after being at the toilet etc. (liquid soap and paper roll is provided)
- a change of clothes is available if necessary

Safety -

- the importance of listening and following instructions is explained to the children, emphasising how this may help to keep them safe
- to ensure safe play staff may intervene if play becomes too boisterous
- equipment is regularly checked for damage/sharp edges etc.
- toys/equipment are kept clean

Bullying -

- staff observe children at all times
- intervene when necessary
- talk to the children about friendships, being kind to each other etc. We have a display board to assist on resolving conflict.

Infections/Illnesses/Allergies -

- staff are aware of any allergies noted on Registration Form
- parents are contacted if a child is feeling ill, as they usually feel miserable, and also to stop the spread of infection to others
- notices displayed to inform parents of any contagious childhood illnesses
- children should not attend for 48 hours after vomiting

Accidents -

- if a child is injured then appropriate treatment will be carried out by one of the staff (First Aid trained).
- if the child requires further medical attention then a member of staff will stay with the child whilst another contacts the emergency services. Parents will also be contacted and advised of situation.
- for all accidents an accident form is completed, signed, timed and dated.

First Aid -

- staff are appropriately trained with at least one trained member of staff on the premises
- the First Aid box is available and equipped appropriately
- minor injuries are treated by staff
- parents contacted if injury serious and/or medical attention sought
- Accident Forms are completed appropriately and parents asked to sign
- a First Aid risk assessment has been carried out

Health and Safety information is displayed on the premises.

Contents of First Aid Kit (British Standards 8599-1 2011 - small)

Guidance Leaflet	Adhesive Tape (1)
Medium Sterile Dressing (4)	Nitrile Disposable Gloves (6 pairs)
Large Sterile Dressing (1)	Finger Sterile Dressing (2)
Triangular Bandage (2)	Resuscitation Face Shield (1)
Safety Pins (6)	Foil Blanket (1)
Eye Pad Sterile Dressing (2)	Burn Dressing (1)
Sterile Adhesive Dressings (40)	Scissors (1)
Alcohol Free Sterile Cleaning Wipes (20)	Conforming Bandage (1)

Appendix I

Infection Prevention and Control

- A robust Risk Assessment was carried out and approved by Social Services.
- Staff have completed training to ensure they have an understanding of COVID:19 - symptoms, transmission, prevention and when to seek medical attention. Staff will be updated with new guidance as necessary.
- Posters are displayed for reminders to wash hands and bin tissues.
- Provision of hand sanitiser and PPE (staff) as required.
- Regular discussions will be ongoing with the children about the procedures in the ASC, ensuring that the needs of everyone are met, both children and staff.
- Frequent hand washing will be promoted and hand sanitiser provided.
- Promoting "good coughing and sneezing etiquette".
- Regular cleaning of touch points and toilets by staff.
- Regular cleaning of equipment.
- Monitoring of advice from Social Services/Public Health/Department of Education/Early Years etc. Staff regularly updated on changes.
- The premises will be cleaned by school cleaning staff every day.
- Advise parents to keep their child at home if they are sick, have been in contact with someone who has tested positive for COVID:19, or if someone in the household has symptoms/is isolating/tested positive.
- Advise parents that in the event that we have to notify them that their child is unwell, they should make every effort to collect them as soon as possible.

Please note this is not comprehensive lists and advice can change at short notice.



Sullivan Upper Prep. After School Club

Managing Emergencies

Principle

We aim to have contingency plans in place should an emergency situation ever arise at the After School Club.

- A plan of action is essential for the welfare of all staff and children in the event of an emergency

Procedures

Should an emergency happen, the staff should

- Follow the fire drill procedure
- Take all of the children to the furthest point in the playground, proceed to contact parents/guardians and ask them to collect their children immediately. Staff will contact all the required authorities in relation to the emergency, including the Facilities Officer (Senior School) and also notify South Eastern Health and Social Care Trust.
- Details of the event will be recorded in our incident file

In the unfortunate event of an accident occurring to a child which requires hospital attention then

- staff will call for an ambulance and then contact the child's parents/guardians immediately
- Parents/Guardians will be expected to meet the staff member and child at the hospital. The staff member will remain with the child, reassuring them and comforting them until the parent/guardian arrives. The staff member will remain there until the parents have been given full and detailed information about the emergency which arose.

Full details of the incident will be recorded and where appropriate the matter will be reported to the South Eastern HSC Trust and Health & Safety Executive, in accordance with legislative requirements (RIDDOR NI 1997) and also to the Early Years Team.



Sullivan Upper Prep. After School Club

Outdoor Play

We will endeavour to make use of the grounds available to us within the setting at all times of the year, mainly the securely fenced playground area and garden area.

The grounds are checked for animal faeces or other hazards e.g. broken glass on a daily basis by maintenance staff, however ASC staff will check again.

Children are aware that they must not leave the playground/garden area without permission from staff. They are regularly reminded of this rule particularly as teaching staff may be leaving the grounds in their vehicle.

The decking area will only be used if staff are satisfied that it is not slippery. Guidance will be given to the children.

The children are asked to dress appropriately for weather conditions (e.g. coat/scarf/gloves/hat or sunhat).

Parents are asked to provide sunscreen which children can apply under staff supervision. On our Registration Form parents are asked to indicate whether they give permission for staff to assist their child to apply sun cream in hot weather conditions.

On sunny warm/hot days staff will provide shade for children to play - under a parasol or shaded area.

No parents' vehicles are permitted on the grounds - unless in an emergency situation.



Sullivan Upper Prep. After School Club Administration of Medication

Medicines will not be given to children who are unwell or who fall ill during After School Club hours. A parent or guardian will be contacted to arrange for the child to be collected.

If a child is on a course of medication or has a serious medical condition, the staff **may assist**, in certain circumstances, in the administration of necessary medication. The medication must be in a secure and labelled container as originally dispensed or purchased and delivered by the parent or class teacher (not in child's schoolbag). Each item of medication must be clearly labelled with the following information:

- Child's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

Items of medication in unlabelled containers will not be accepted.

All medicines will be stored securely in a locked cupboard which is inaccessible to children and in accordance with the manufacturer's instructions - a fridge is available on the premises if required.

A personal medication record will be maintained for individual children if required and available for parents to view. These records should ensure a clear audit trail with names, signatures, dates and times and include:

- Medicines prescribed or requested
- Medicines administered
- Medicines refused
- Medicines returned to parents for disposal

Medicines are administered as follows:

- Medicines which have been prescribed by a GP or other authorised prescriber are only administered to the child for whom they are prescribed and in accordance with the prescriber's instructions.
- Non-prescribed medicines are administered only on the written request of the parent in accordance with the manufacturer's instructions.

Staff will not make changes to dosages on parental instructions.

Before a medicine is administered to a child, the following practices are followed:

- The child's personal medication record is consulted to identify the medicine, dosage instructions required and to confirm when the medicine was last administered;
- The medicine pack is checked to confirm it is labelled with the child's name, dosage instructions and to ensure the expiry date has not passed;
- Medicine doses are prepared immediately prior to their administration from the container in which they are dispensed;
- The correct dose is identified and appropriately administered at the specified times according to the prescriber or manufacturer's instructions which should be clearly written on the medication label or product;
- When the medicine is administered, the medication record is immediately updated with details of the dose given, names and signatures of the staff involved and the time and date;
- Any refusal of medication by the child is recorded and reported to the parent;
- Parents are informed daily of the medicines that have been administered to their child and asked to sign the record book to acknowledge the entry.

It is the responsibility of the parent to notify the setting in writing if the child's need for medicine has ceased.

Staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned to parents for safe disposal.

Where necessary, training in specialist techniques for administering medication is provided for named staff by a qualified health professional e.g epi-pens. Training is specific to the individual needs of the child. The administration of specialist treatment is carried out in accordance with the written authorisation of the prescribing practitioner.



Sullivan Upper Prep. After School Club

Additional Needs

The Education (NI) Order 1996 in its interpretation of special education needs states:

"A child has special educational needs if he or she has a learning difficulty which calls for special education provision to be made for him or her. A child has a learning difficulty if he or she -

a) has a significant greater difficulty in learning than the majority of children of the same age;

b) has a disability which either prevents or hinders the child from making use of education facilities of a kind provided for children of the same age in ordinary schools;

c) is under five and falls within the definition at (a) or (b) above or would do so if special education provision was not made for the child."

We recognise the wide range of special needs of children and families and will consider what part it will play in meeting these needs.

We have a Co-ordinator of Additional Needs within the ASC. The co-ordinator is responsible for drawing up Individual Care Plans for children, as required, liaising with parents and advising staff. Information from school regarding a child recognised as having additional educational needs may be shared on a need to know basis with the co-ordinator.

We ensure that children with additional needs are fully integrated into the ASC environment. They are settled in the same careful manner, follow the same methods and have access to the same materials and experiences as the other children bearing in mind that they need additional attention.

Wheelchair access and a disabled toilet facility is provided.



Sullivan Upper Prep. After School Club

Exclusion Policy

We are fully committed to the Trust's Policy of caring for children in a multi-cultural community and to assist our approval as a day care provider, we give the following undertaking and hereby declare:

We will treat children we are asked to care for with equal concern and, in doing so, we agree to meet their specific needs with regard to their religious persuasions, racial origin, cultural and linguistic background as well as sex or disability.

Please also refer to our Equal Opportunities Policy.



Sullivan Upper Prep. After School Club Intimate Care

All our staff have undergone satisfactory police checks and therefore only members of staff are permitted to take children to the toilet. Staff must report to the supervisor or another member of staff before doing so. Staff will respect the child's privacy and cultural beliefs at all times and will encourage independence and good hygiene.

A child's clothes will only be changed if they:

- have a toilet accident
- are sick

We have a small selection of spare clothing which will be used in these events.

On our Registration Form parents are asked to indicate whether they give permission for staff to change their child's clothes if necessary.

If a child is very distressed then parents will be contacted immediately.

An incident form will be completed by staff and signed by the parent.

This policy is in line with Sullivan Prep's Toileting Policy.



Sullivan Upper Prep. After School Club

IT Policy (E-safety and Networking)

We recognise that E-Safety concerns safeguarding children, young people and staff in the digital world. Technology is an important part of everyday life and so E-Safety focuses on learning to understand and use new technology in a positive and safe way.

The purpose of this Policy therefore is to help support and protect children and staff when using technology in the setting.

This policy applies to anyone that uses our premises.

The policy covers Internet, E-mail and all electronic communications via computers, laptops, mobile phones, iPhones and wireless technology.

All staff members are responsible for the following:

- Understanding the risk and responsibility that is part of the 'Duty of Care' that applies to everyone working with children.
- Understanding the significance of E-Safety which highlights the importance of safeguarding children and keeping them safe, which is of paramount importance.
- Reporting any knowledge or suspicion of behaviour that contravenes this policy.
- Being aware of the potential risks of using social networking sites e.g. Facebook, and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.
- Protecting themselves from legal challenge and ensuring that they work within the boundaries of professional behaviour.
- Ensuring that they do not create any unnecessary business risk to Sullivan Upper Prep After School Club by the misuse of the Internet or e-mail systems.
- Complying with current legislation.
- Using the internet in an acceptable way.

In particular, the following is deemed unacceptable use or behaviour of staff:

- Visiting Internet sites that contain obscene, hateful, pornographic or otherwise

illegal material.

- Sending, forwarding, distributing or retaining e-mail or text messages that contain language or images that are abusive, aggressive, obscene or offensive.
- Using the Internet to send offensive or harassing materials to others.
- Making any improper or discriminatory reference to a person's race, colour, religion or belief system, sex, age, national origin, sexual orientation, disabilities or physique, and not forwarding or distributing any material which does so.
- Publishing defamatory and/or knowingly false materials about Sullivan Upper Prep. After School Club.
- Using work e-mail systems to set up or send chain letters, viral e-mails or spam.
- Using the Internet for personal purposes during work time.
- Using the computer to participate in any form of fraud, theft or software or music piracy.
- Failing to take due care to make sure confidential and/or personal information goes to the correct recipient.
- Broadcasting personal views on social, political, religious or other non-business related matters.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Sending an unauthorised e-mail on behalf of an individual inside or outside Sullivan Upper Prep. After School Club without their knowledge or consent.

It is the responsibility of the Head of Prep. Department and the After School Club Supervisor to:

- Ensure that staff are aware of and understand this policy and how it links to other relevant policies.
- Put relevant systems in place to ensure the protection of information and appropriate access to the Internet e.g. passwords on computers, limited access to certain websites.
- Monitoring the policy to ensure that staff are complying with it; this includes the right to access e-mails, images, and Internet sites visited, where there is a suspicion of improper use.
- Dealing with breaches of the policy and ensuring that the highest standards of practice are maintained.



Sullivan Upper Prep. After School Club

Fire Drill Procedure

In the event of an actual emergency the ASC follow the Fire Drill Procedure as displayed by the School in the Prep. Hall.

The ASC carry out their own Fire Drills. We use a hand bell and the children and staff exit from the door where a member of staff is ringing the bell.

A member of staff will bring the register to ensure that all children are present.

Everyone will remain in the playground until the 'all clear' is given.

Regular fire drills (monthly) will be carried out and recorded in a Fire Drill book.



Sullivan Upper Prep. After School Club

Managing Situations of a Missing/Uncollected Child

The safety and wellbeing of our children is paramount.

No child should be allowed to go with any other person unless previous authorisation has been given and the staff have been notified.

Children are not permitted to leave with anyone under 18 years of age, even if known to staff.

Missing child/children

In the event of a child being lost, the following procedures will be implemented:-

In the case of a child going missing at time of departure from Dromkeen House/Loughead House (P3-7 arrive unescorted)

- if a child does not arrive as expected ASC staff will check with teachers if child is at an extra-curricular club or collected by parent
- staff will contact parent/guardian to see if they know where child is
- if parent unaware then staff will contact the Head of Prep, Headmaster and/or the PSNI
- a record will be kept of the time when the child was last seen.
- if the child is then found or arrives at the ASC, relevant parties will be notified immediately of their arrival.

In the case of a child going missing from ASC premises

- a thorough check of the ASC will be carried out and a note will be taken of the time and place where the child was last seen.
- if the child cannot be located staff will contact the parent/guardian, or in their absence, the emergency contact person. The Head of Prep, Headmaster and/or the PSNI will also be notified.
- if the child is then found or arrives at the ASC, relevant parties will be notified immediately of their arrival.

Our monitoring Social Worker will also be notified, after the incident.

Uncollected child/children

If a child is not collected from the ASC by 5.30 p.m., ASC staff will attempt to contact the parent/guardian.

In the event of the parent/guardian not being located, the emergency contact person will be contacted.

Two staff members will remain with the child until collected.



Sullivan Upper Prep. After School Club

Mobile Phone Policy

We recognise that mobile phones can be misused by both staff and children and therefore we have provided the following guidelines:-

- The ASC are not contactable by the office after 3.30 p.m. therefore there is an After School Club staff mobile for parents to contact staff. (This phone does not have internet access or a camera.) Parents are notified of this mobile number.
- Staff must store their personal mobile phones in a secure place e.g. the kitchen during ASC hours.
- We ask that parents/guardians respect this policy and in order to safeguard all our children, DO NOT use mobile phones on the premises.



Sullivan Upper Prep. After School Club

Data Protection Policy Including Retention/Storage of Records

At Sullivan Upper School Prep After School Club (the "ASC"), we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use Personal Information and how (and when) we delete that information once it is no longer required.

The ASC has adopted the school's Data Protection Policy (revised November 2018) and a copy of this is available on the school's website at www.sullivanprep.weebly.com or by request. ASC also abides by the Disposal of Records Schedule. The After School Club's Privacy Notice for pupils & parents/families/carers/legal guardians is available on the school's website at www.sullivanprep.weebly.com or also by request.

The children's registration forms, which contain personal details, are locked in a cupboard at night and are only used as and when necessary e.g. contact details. All staff have access to the cupboard during ASC hours in the event of an emergency.

The ASC Registration forms are completed by parents and are not stored on a computer.

Accident/Incident Books and/or forms are retained by the school in line with the Disposal of Records Schedule.

ASC staff have received training on the Data Protection.



Sullivan Upper Prep. After School Club

Management of Risks Associated with the Care of Individual Service Users

We regard the safety and well-being of all the children within our care as paramount. It is therefore our policy to provide children with a safe environment in which to play, learn and develop.

PROCEDURES

We will endeavour to maintain high levels of health and safety through: -

HEALTH AND SAFETY

Risk Assessment

- A comprehensive risk assessment of the premises is carried out annually and identifies actions to minimise risks. The risk assessment process involves appropriately trained staff.
- A daily check list is implemented daily. All areas where children will be playing are checked prior to use and risks/hazards are identified/removed.
- The annual risk assessment will be reviewed and amendments completed if necessary in the event of an injury/incident/near miss.
- All staff have input into the risk assessment.
- Independent fire and legionella risk assessments are completed for the premises.

Security of the Setting

- All visitors are identified and their access to the children is controlled as necessary. A sign in/out sheet is completed.
- Our main door is locked and fitted with a door bell. A buzzer sounds when opened.
- CCTV cameras are in operation around the school building (NOT THE ASC building).
- All exit doors have adult locks in place and are used.
- Parents must inform staff if someone different is collecting their child.
- Parents are aware that their child must be collected by persons over the age of 18.

- The setting and outside play areas are secure and children are not left unsupervised.
- The premises are fitted with appropriate fire detection and alarm systems. These are subject to regular servicing. Staff are trained in fire safety procedures. Fire evacuation drills are carried out on a monthly basis.

Ratios and Supervision

- Correct ratios are maintained at all times, at least one member of staff for 10 children.
- At least two members of staff are on duty at all times.
- All staff are appropriately vetted, Trust checked and trained.

Play Environment – Indoor and Out

- The layout of the room is safe allowing sufficient space around tables for children to move around safely.
- The room is bright and well ventilated to provide children with a stimulating environment.
- Room thermometers and thermostatic valves are fitted on radiators to monitor appropriate heating levels.
- Spillages within the room are cleaned up immediately and wet floor signs put in place.
- Children are encouraged to tidy when they finish playing to encourage respect for their environment and equipment provided.
- Blind cords are short and out of reach.
- Electric sockets, where necessary, will have covers provided.
- All areas are checked prior to use and any appropriate actions taken to minimise or cancel any risks.
- Dogs and other animals are not permitted in the school grounds.

Play Equipment

- There is a range of sufficient and suitable play equipment and materials for indoor and outdoor play.
- Where applicable all equipment and furniture conform to BS EN Safety Standards or Toys (Safety) Regulations.
- Children have free access to play equipment/resources which is stored on low level units where possible.
- Equipment and furniture are appropriate and where possible, adapted to suit the differing age ranges.
- Furniture and equipment are cleaned on a regular basis.
- Children are supervised at all times when using equipment and materials.
- The staff team is aware of health and safety issues and help the Supervisor to follow the necessary checks and procedures.

Maintenance and Replacement of Toys/Equipment

- Equipment and resources are checked daily for safety and cleanliness.
- Daily checklists are completed concerning equipment indoor and outdoor.
- All broken toys and equipment are removed and replaced where possible.
- Toys, equipment etc. are washed when needed throughout the year and at the end of the school year.

Kitchen

- Children are not permitted in the kitchen.
- Bins are emptied daily.
- The kitchen area and surfaces are cleaned regularly.
- Tables are cleaned prior to snack times.
- Children's cups, plates etc. will be washed after use and stored in the kitchen area.
- Tea towels are changed daily.
- Food is stored in a dry and clean cupboard and where necessary the fridge.
- Fruit and vegetables are washed before use.
- Any cleaning products are stored out of reach in the kitchen.
- Fridge temperature is recorded daily.
- Children have no access to boiling water.
- Staff are trained in Food Hygiene Standards.

REPORTING INCIDENTS

All accidents/incidents will be reported to the School's Health and Safety Officer in line with the school's Accident and Reporting Policy. All significant/serious accidents or any dangerous occurrences will be reported to the Health and Safety Executive, Environmental Health, Public Health Agency and the Trust as required. A copy will be kept of all reports.

Arrival and Departure of Children from the After School Club

See Risk Assessments for Arrival of Children and Departure of Children and Managing Situation of a Missing/Uncollected Child

Managing Emergencies/Fire Safety

- Fire Drills are practised monthly and a record kept.
- The emergency exit route is clearly displayed.
- Fire equipment is checked annually.
- New staff members are aware of such procedures as part of induction.
- All staff have designated duties in the event of an emergency evacuation and are aware of the assembly point.
- Staff are aware of their roles which are clearly displayed.
- Fire exits are clearly labelled and remain unobstructed at all times.
- In the event of a power cut or similar situation, the person in charge evaluates the possible impact on the children present. If deemed necessary, a decision is made whether or not parents should be contacted to arrange early collection.

- Due care and attention is paid to minimising fire risks and assuring fire safety.

FIRST AID - (See First Aid Policy for more detail)

- At least one member of staff has up-to-date paediatric first aid which is renewed every three years.
- All members of staff are encouraged to complete paediatric first aid training.
- A First Aid box is located in the main room and in the kitchen (blue plasters are located in the kitchen first aid box).
- The First Aid boxes are checked regularly and replenished by the School Nurse.
- Full details of contents are listed in the Health & Safety Policy.

CARE IN THE SUN

We aim to ensure each child is protected from the sun.

- Children can bring their own named bottle of sun cream. Children are not allowed to use another child's sun cream.
- Parents give permission on the Registration form for use of sun cream and staff assistance, when necessary.
- Children are encouraged to wear a hat/cap.
- Shaded areas for play are provided as much as possible.
- Fresh drinking water is available at all times.
- In hot weather children are only kept outside for short periods of time.

Links with other policies:

Health and Safety Policy

Outdoor Play Policy

Managing Situation of a Missing/Uncollected Child

Accident and Reporting Policy



Sullivan Upper Preparatory Department After School Club

Homework Policy

The After School Club acknowledges the Homework Policy of Sullivan Upper Prep Department.

The Role of Parents

"Parents have a vital role to play in their child's education and homework is an important part of this process. We ask parents to encourage their child to complete the homework tasks that are set. We invite them to help their children as they feel necessary and provide them with the sort of environment that allows children to do their best: **a good working space at home which is quiet and not impeded by television noise and the like**; by enabling their child to visit the library regularly; and by discussing the work that their child is doing so they are familiar with their child's attempts at homework and aware of any difficulties the child may be experiencing at a particular moment."

Parents should be aware that due both to the nature of the After School Club and the layout of the facility, staff cannot ensure an appropriately quiet environment.

Prep 4 is a transitional year where the children are finishing Key Stage 1 and preparing to move into Key Stage 2, where there is greater emphasis on pupils working with increased independence. Prep 4 children may complete aspects of homework such as reading, and the repetition of spelling and mental maths facts. It is important that parents work with their child at home on the written, literacy and numeracy tasks.

Children in KS2, at the request of parents, may commence homework, as they are expected to complete homework with increasing independence.

Any homework will be done at a designated time in the After School Club. Please note that homework is not supervised by staff and will be the responsibility of parents.

Reviewed September 2023