

Out of Schools Club

Handbook 2018



Get yourself prepared...

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Garioch Sports Centre is a Scottish Charity, SCO47470, regulated by the Scottish Charity Regulator (OSCR).
Registered Address: Garioch Sports Ltd, Axis Bus. Centre, Thainstone, Inverurie, Aberdeenshire AB51 5TB

The Breakfast / Out of Schools Club provides care for children throughout the Garioch area with many coming from the local schools. The Club takes place at Garioch Sports Centre and is run by paid team members, supported by a Club Manager and Management of the Centre.

The Club is registered with the Care Inspectorate. It is subject to annual inspections by the Care Inspectorate, Fire and Environmental Health departments.

The Care Inspectorate set the maximum number of places available. At present approval is given for 62 places. The number of places is set according to available accommodation, the age of the children and the required staffing ratios.

If for any reason you need to contact the Care Commission you can write to them at:

Johnston House
Rose Street
ABERDEEN
AB10 1UD

Garioch Sports Centre
Out of Schools Club Registration Number
CS 2004071741

CLUB OPENING TIMES

Our Out of School Club is organised around the Primary School finishing times, which are as follows:

Primary School Start and Finishing Times

	Kellands	Uryside	Port Elphinstone	Strathburn	St Andrews	Keithhall
Start	9.00am	9.00am	9.00am	9.00am	9.15am	9.00am
Wednesday (early finish)			3.00pm	3.00pm		
Finish	3.15pm	3.20pm	3.25pm	3.25pm	3.15pm	3.15pm

Monday to Friday – Term Time 7.00am - 9.00am
 (* 3pm on Wednesdays) 3.15pm* - 6.00pm

In-service days are also catered for:

Monday to Friday 7.00am - 6.00pm

TEAM

The Breakfast / OOS Club is run by the Out of Schools Club Manager with Play Workers.

Lead Practitioner: Aimee Harwood

Head Playworker: Scott Mellis,

Playworkers: Danielle Menzies, Kelly Malley, Scott Beverley, Chloe Thomson, Chloe Taylor, Victoria Sargent, Louise Glennie (on maternity leave), Karen Milne (on maternity leave)

Support Workers: Jamie Milne, Sean Reid

Relief / Camp staff: Jamie Reid, Charlotte Allen, Melissa Jack

Permanent Team members are all paid employees of the Garioch Sports Centre. They have appropriate qualifications and are required to undertake training as relevant.

Supplementary team members may also be recruited from a pool of relief workers, volunteers or students who have an enhanced PVG Certificate.

Staff to Child ratio:	Age 5 – 8 years	1 Adult to 8 Children
	Age 8+ years	1 Adult to 10 Children

AIMS & OBJECTIVES

Aims

- To provide high quality Out of Schools care for children in the Garioch area school age to 16 years
- To allow parents / carers to pursue work or other training purposes, confident that their children are being cared for in a secure and child-centred environment
- To foster a caring and safe environment for all members
- To promote equality and inclusion for all members
- To encourage development of a healthy lifestyle
- To develop relationships between and across all age groups
- To develop positive relationships and encourage links with the schools and local community
- To develop a varied and motivational programme of activities linked to children's needs and interests.

Objectives

Development of clear policy statements for the following

- ◆ Health and Safety
- ◆ Risk Assessment
- ◆ Registration of Children
- ◆ Confidentiality
- ◆ Infectious diseases
- ◆ Complaints
- ◆ Children with special educational needs
- ◆ Staff development and training
- ◆ Include Children in the decision making of Club rules and discuss reasons for these rules
- ◆ Identify future development needs through discussion and regular survey of members needs
- ◆ Communicate regularly with carers through newsletter, information flyers, posting of committee meeting dates and minutes on information board and encourage involvement in the running of the Club
- ◆ Liaise with Schools and Community on flexible use of available facilities and equipment through links with School Boards, Teacher Association and Area Management Committee
- ◆ Contribute to Schools and Community events
- ◆ Design varied programme of events including physical education, crafts, games, indoor / outdoor play and special activities such as invited guests
- ◆ Provide and include time for homework and quiet activities
- ◆ Provide a selection of healthy snacks and refreshments.

FEES

Monday to Friday (Term Time)		Cost
Breakfast Club	7.00am – 9.00am	£7.00
After Schools Club	3.00pm – 6.00pm	£9.00

Camps		
Our camps operate throughout school holidays and most in-service days.		
Morning 7.00 – 1.00pm (required)		£15.00 (includes breakfast, if required)
Afternoon 1.00 – 6.00pm		£14.00
Full Day		£28.00

NB: Sibling discount on 3rd Child or more



Fees are set annually and should be paid with booking in advance.

Prompt action will be taken if fees are not paid. Continued non-payment will result in the child being excluded from the Club.

Anyone who has difficulty paying fees in this way should approach the Out of Schools Club Manager immediately to discuss a more suitable payment method.

Notes –

- ◆ The appropriate rate will be charged for each child attending the Club. There can be no reduction made if a child is collected early.
- ◆ Prices published are correct at the time of print but are subject to annual review by the Management Committee.

CANCELLATION POLICY

In order for your booking to be transferred to another date within a three month period you must give **48hours notice**. Messages must be sent as text message only, stating the day and date you would like it moved too, we do not receive imessages. For the booking to be transferred the message must be delivered and responded to.

ABSENCES

Please text the Club on 07340 641 537 if a child will not be able to attend for any reason. It is not the responsibility of the Schools to pass the message on. This is essential for child safety and security.

Children absent from School due to illness are not permitted to attend any of the out of schools activities.

Out of Schools Club Manager's hours vary Monday to Friday. Contact can be made through the Centre's Reception on 01467 626141, where a message can be left and the Club Manager will reply on return.

REMEMBER:

IF A CHILD WHO IS BOOKED INTO THE CLUB DOES NOT ATTEND FOR WHATEVER REASON, THEN FEES STILL HAVE TO BE PAID

If a child is to be permanently withdrawn from the Club a minimum of two weeks notice in writing must be given.

Please contact the Out of Schools Club Manager in cases of long-term ill health.

48 hours' notice is required for all transfers.

DAILY RUNNING OF THE CLUB

- ◆ A member of the team will meet children at the Schools and escort them to the Club whether on foot or with the use of the Mini Bus.
- ◆ On days that the weather is very bad, arrangements will be made to pick up all children with the Mini Bus.
- ◆ A healthy snack and drink will be provided and children may be asked to share in the preparation and clearing up.
- ◆ Activities and opportunities to complete homework will be available.
- ◆ Children are expected to take appropriate care of themselves, other members, Team members and any equipment.
- ◆ Children are not allowed to leave the Club premises during their attendance unless with a member of the team.
- ◆ Children must be signed out at collection and can only be collected by authorised personnel.



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Club

HEALTHY BREAKFAST

As the Breakfast Club is open from 7.00am, we are offering a range of healthy cereals, toast and fruit to give children a healthy start to the morning if children are in before 8:00am.

BAD WEATHER

If a School closure occurs due to bad weather, we will run a camp at camp prices – OOS Club fees will be deducted from this.

For weather announcements please:

- Listen to Northsound Radio (96.9FM)
- Log on to Aberdeenshire Council website or
- Contact the School direct.



SPECIAL EDUCATIONAL NEEDS

The BC / OOS Club are open to all children up to 16 year of age. If your child has any special educational needs of any type, please discuss their individual requirements with the Club Manager.

Please note that the team do not administer any form of medication unless prescription and with completed consent form and guidance from the parent / guardian.

COLLECTION OF CHILDREN

Children must be collected promptly and signed out by an agreed carer. The OOSC Team should be informed if someone different from usual will be collecting a child and a password given.

Late collection of children is NOT acceptable. Parents / carers will be given one warning and after that any late collections incur a £5 per child fee. Any Team members that have to stay after 6pm will have to be paid to care for the child(ren).

The club understands that situations will arise where parents / carers are delayed despite every endeavour. In these circumstances the club MUST be telephoned immediately and arrangements made where possible for an agreed third party to collect the child. If they are not known to the club a password must be given.

If a child is not collected by 6pm. Playworker / Reception will begin to contact the parent / carer and emergency contacts after 5 minutes and until contact is made. If no contact is made within 45minutes the Police / Social Work department will be contacted and the child passed over to their care

Persistent lateness in collecting children will result in the child being excluded from the Club.

INVOLVEMENT OF CHILDREN & PARENTS

It is the aim of the Club to involve children in planning and running activities and to ensure the provision is child orientated.

Parent involvement is an essential element whether by contributing to fund raising, giving ideas or volunteering assistance. Your input is welcomed.

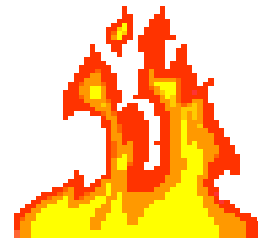
A Club Newsletter is under construction and we hope that this will keep you up to date. Articles and suggestions will be most welcome.

FIRE SAFETY

All members of the team are fully trained on our emergency action plan.

If fire alarm bell sounds while you are collecting your child, please follow instructions from Centre staff and vacate the building immediately and assemble at the LOWER CAR PARK Fire Assembly Point.

If the alarm sounds when you are using the facilities whilst your child is attending the Club, **DO NOT GO TO THE CLUB TO COLLECT THEM** – would only be putting yourself and others in danger. They will already be their way to the same assembly point.



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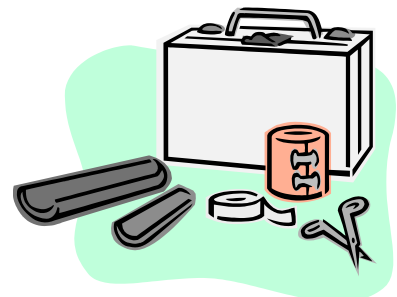
FIRST AID

The Club has several members of the team who are qualified in First Aid.

In the event of a serious accident, you will be informed immediately. (Please ensure that the Club has your mobile number).

If only a minor case, you will be informed upon collection of your child.

All accidents / incidents are recorded and parents / guardians will have to sign form on collection of child.



ADMINISTRATION OF MEDICINES

Team members may only administer prescribed medication to a child with parent / guardian consent.

A Medication Request Form must be completed detailing the medication name, dosage and time to be given. Both parent / guardian and a member of the Out of Schools Club team must sign this form.

A Medication Administered form will be completed each time medication is given. Two Out of Schools Club staff will be present – one to administer and one to witness. Both must sign the form.

Any medication administered must be discussed in full whilst filling in the form with a team member. Medication will only be administered when the team fully understands how to do so safely.

CODE OF CONDUCT

Certain rules and regulations are needed to ensure everyone's safety and well-being at the Club. The children have been involved with this decision and are aware of them.

- ☺ Children are expected to be polite
- ☺ Fighting, swearing and bullying will not be tolerated
- ☺ Children, along with the team, are expected to care of all equipment
- ☺ Children must always advise a member of the team if they are moving from one designated room to another or when going to the toilet
- ☺ Any instructions given by a member of the team must be complied with
- ☺ Parents should inform team members when they leave the Centre with their children and sign out as required
- ☺ During snack time, talking is allowed but not shouting across the table
- ☺ Walk – DON'T RUN, unless in the Games Hall.

DISRUPTIVE BEHAVIOUR

Team members are responsible for the welfare and conduct of the children in their care. Persistent disruptive behaviour will be dealt with in the following



while in way:

approach

- In the first instance time out for the same time as their age (5 years = 5 minutes)
- If this has little effect then the Out of Schools Club Manager will approach the parent / guardian to discuss the child's behaviour.
- If there is no improvement, a formal letter of warning will be issued stating that three instances of misbehaviour will result in the child being expelled due to the disruption caused to other children.

COMPLAINTS / GRUMBLES

Any issues you may have must be dealt through the Out of Schools Club Manager in the first instance and she will discuss with a General Manager of the Garioch Sports Centre.

If the problem is not resolved, you can contact Care Inspectorate on 01224 793870 or write to Johnston House, Rose Street, ABERDEEN AB10 1UD

NOTES
