

## HANDBOOK 2019



**Care Inspectorate Number: CS 2004071741**



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## Statement

The Breakfast/Out of School 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 Lead Practitioner 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.

## AIMS

### **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, Teachers 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

## TEAM

The Breakfast Club/OOS Club is run by the Out of Schools Club Lead Practitioner and Play Workers.

Lead Practitioner: Aimee Harwood

Senior Play Worker: Scott Mellis & Danielle Menzies

Play Workers: Kelly Malley, Scott Beverley, Chloe Thomson, Chloe Taylor, Victoria Sargent, Louise Glennie

Support Worker: Jamie Milne, Sean Reid

Relief/Camp staff: Jamie Reid, Charlotte Allen

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  
Age 8+ years      1 Adult to 10 Children

## 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      7.00 – 9.00am  
(3pm on Wednesdays)      3.15pm\* – 6.00pm

In-Service Days are also catered for:  
Monday to Friday      7.00am – 6.00pm

## Booking Forms and Payment Policy

As Set by the care Inspectorate we are registered to take 62 children at any one time. The number of places is set according to accommodation available, the age of the children and the required staffing ratios.

To ensure quality and fairness of all bookings the following procedure will be adhered to:

Children wishing to attend the club must have a **completed booking form handed in before the start of each month with payment**. If not, this may result in your child not getting a place

Allocation of spaces is served on a first come first served basis.

If a child has been booked in for the club and is unable to attend or will not be attending, contact with the centre in advance needs to be made to let us know by texting the OOSC cancellation number on 07340 641537.

You will **not** be able to book children in **over the phone**, unless you have a current booking form or under the discretion of management.

If a child who is booked into the club does not attend for whatever the reason, then the fees still have to be paid. However, if **notice is given 48hours before**, as stated in the cancellation policy the booking can be transferred to another date within a three-month period. Please provide the date you wish to transfer too.

### Payment

Payment is to be made in advance for the month coming and before the first session of that month is attended, there should be no outstanding debts on accounts or future bookings will be removed.

The following are accepted as methods of payment:

- Credit/Debit Cards
- Childcare vouchers (**Proof of childcare provider must be shown initially and be paid within 7 days of booking, or your place will be lost**)
- Cheque (*made payable to 'Garioch Sports Centre'*)
- Cash

### FEES

<b>Monday to Friday (Term Time)</b>		<b><u>Cost</u></b>
Breakfast Club	7.00am – 9.00am	£8.00
After School Club	3.00pm – 6.00pm	£10.00

### Camps

Our camps operate throughout school holidays and most in-service days.

Morning	07.00pm - 1.00pm	£16.00 (includes breakfast, if required)
Afternoon	1.00pm - 6.00pm	£15.00
Full Day		£30.00

NB: Sibling discount on 3<sup>rd</sup> 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 School Clubs Lead Practitioner 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

## BOOKING POLICY

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

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

Please Remember: If your child is booked into the club but does not attend then fees will still have to be paid unless 48hr notice is given.

## 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 Club 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.

## 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

A member of staff will access the road condition's to ensure they are safe they will also listen out for any road closures in the morning in the event we need to change our route before heading out to schools to drop the children off in the bus, they will then make the decision whether it is safe or unsafe for the bus to travel. In the event it is deemed unsafe parents will be made aware by telephone that their children will be arriving late to school. School will also be made aware of the situation. The bus is only to be driven once the roads have been re accessed and are safe to travel.

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

### ADDITIONAL SUPPORT NEEDS

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

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 on 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. Play Workers/ Reception will begin to contact the parent/carers and emergency contacts after 5 minutes and until contact are made. If no contact is made within 45 minutes 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 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 the fire alarm bell sounds while your 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're using the facilities whilst your child is attending the Club. DO NOT GO TO THE CLUB TO COLLECT THEM – you would only be putting yourself and others in danger. They will already be on their way to the same assembly point.

### 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 a form on collection of their child

A short term Medical care plan must be completed detailing the medication name, dosage and time to be given. Both parent/guardian and 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 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 take care of the equipment
- ☺ Children must always advise a member of staff if they are moving from one designated room to another or when they go 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 no 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 while in their care. Persistent disruptive behaviour will be dealt with in the following way:

- In the first instance, a time out for the same time as their age (5 years = 5 minutes)
- If this has little effect then the Out of Schools Club Lead 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 with through the Out of Schools Club Manager in the first instance and she will discuss with a General Manager of 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