



# Out of School Club Booklet



Care Inspectorate Number:  
CS 2004071741



[www.gariochsports.co.uk](http://www.gariochsports.co.uk)





# OOSC

## AIMS & OBJECTIVES STATEMENT

We want the Garioch Sports Centre Out of School Club to be the best place to grow up, which values play as a life-enhancing daily experience for all the children and young people who attend the setting.

We aim to provide a high quality Before, After School & Holiday Club that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

We will support children and young people following the GIRFEC framework to ensure they are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (also known as SHANARRI or the Well-being indicators). We use these indicators to make a positive difference to our children so they can achieve their full potential.

The Club will be open before and after school, also during school holidays and in-service days for children of school age up to 16 years old. The Club takes place at Garioch Sports Centre and is run by paid staff, supported by the Lead Practitioner and Management of the Centre.



# OOSC

## The Garioch Sports Centre aims to:

- Provide a happy, safe, and warm environment where children and their families feel welcome.
- Create a child-centred setting where the children and young people are encouraged to make decisions.
- Value children's free time to be their time, allowing fun and freely chosen play.
- Facilitate the children to plan play and access play opportunities.
- Support the children in developing responsibility for themselves and their actions.
- Value individuality.
- Provide inclusive play opportunities
- Work in partnership with parents and carers
- Evaluate and reflect on our work to ensure that the needs of all children and parents/carers are met.
- Provide a selection of healthy snacks and refreshments.
- Maintain a healthy lifestyle with opportunity to develop and progress their fitness emotional wellbeing within the centre

## We will work in partnership with parents and carers by:

- Welcoming views and concerns about the service we provide.
- Responding to views and concerns.
- Keeping parents informed of our policies and procedures.
- Sharing and discussing their child's achievements, whilst also sharing and discussing any difficulties that may arise.
- Encouraging parents/carers to participate in feedback of our service.
- Communicate regularly with parents/carers through newsletters, information flyers, Parent information board and question of the month to encourage their involvement in the running of the Club



# OOSC

## The Garioch Sports Centre is committed to providing:

- Care and play opportunities that take into account the safety of the children
- Resources for the children to plan their own play opportunities.
- Play opportunities that promote the child's development, self-esteem and confidence.
- A team that is experienced and well trained, approachable and supportive towards children's needs and the needs of their family.
- An environment where every child and their family are not discriminated against, regardless of background.

## TEAM

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

**Lead Practitioner:** Danielle Menzies

**Senior Playworkers:** Scott Mellis, Chloe Thomson, Scott Beverley

**Playworkers:** Hannah Taylor, Louise Knox

**Support Worker:** Caitlyn Sangster, Courtney Gray, Sean Reid, Chloe Ross

**Relief/Camp staff:** Ellie Rose

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**



# OOSC

## CLUB OPENING TIMES

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

	Kellands	Uryside	Port Elphinstone	Strathburn	Keithall
Start	9.00am	9.00am	9.00am	9.00am	9.00am
Wednesday (early finish)			3.00pm	3.00pm	
Finish	3.15pm	3.20pm	3.25pm	3.25pm	N/A

**Monday to Friday – Term Time**  
(\*3pm on Wednesdays)

7.00 – 9.00am

**In-** 3.15pm\* – 6.00pm

**Service Days** are also catered for:

**Monday to Friday**

7.00am – 6.00pm

## 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.** 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.



# OOSC

## 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 Registration form & booking form handed in with payment**. If not, this may result in your child not getting a place

## PAYMENT DETAILS

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 booking's will be removed**.

Payments are **NON-REFUNDABLE** but can be added to the account if the cancelation policy is followed.

The following are accepted as methods of payment:

- Credit/Debit Cards
- Childcare vouchers (**Proof of childcare provider**)
- Cheque (*made payable to 'Garioch Sports Centre'*)
- Cash
- Bank Transfer

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

## FEES

### **Monday to Friday (Term Time)**

#### **Cost**

Breakfast Club	7.00am – 9.00am	£10.00
After School Club	3.00pm – 6.00pm	£12.00



# OOSC

## CAMPS

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

Morning	07.00pm - 1.00pm	£24.00 (includes breakfast, if required)
Afternoon	1.00pm - 6.00pm	£20.00
Full Day		£33.00

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

## 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 Minibus.
- On days that the weather is very bad, arrangements will be made to pick up all children with the Minibus.
- 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.



# OOSC

## 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 are 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





# OOSC

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/carer 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 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.



# OOSC

## 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.

the alarm sounds when you're using the facilities whilst your child is attending

## CODE OF CONDUCT

Certain rules and regulations are needed to ensure everyone's safety and wellbeing 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 game's hall.



# OOSC

## DISRUPTIVE BEHAVIOUR

Team members will actively work towards developing good relationships with parents to enable problems to be raised openly, with parents and the team working together in the child's best interest.

A six-point course of action has been put in place to deal with disruptive behaviour.

In the first instance, the child will be taken aside and spoken to by the relevant team member concerned. This is the initial warning; at this time, they are told of the consequences of their future behaviour.

If the behaviour continues, children will be removed from the situation and reminded on what is acceptable behaviour.

If this is not effective, the child's Key worker or Playworker will approach/phone the parent/guardian to discuss behaviour. An agreement will be made of what further course of action is necessary.

If the child continues with disruptive behaviour, we will introduce a daily behaviour reports that are to be filled out and signed daily by the parents /carer

If the Daily behaviour reports do not have an effect a behaviour report will be written. (please see below)

If this is still ineffective and the child's behaviour is to the suffering of others, the question of the child continuing at the OOS club/camp will be raised at a meeting with staff and parents which may lead to the child's expulsion from the OOS club/camps

## 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.