

St John's Care Club

Clayton St John CofE Primary School
Before and After School Care Club

PARENT/CARER HANDBOOK

CLAYTON ST JOHN
C of E PRIMARY SCHOOL

bdat
Bradford Diocesan Academies Trust

Clayton St John CE Primary School, Bradford Road, Clayton Bradford
BD14 6DD
Telephone No: 01274 815862
Ofsted Reg: 145180

St John's Care Club Mobile Number: 07471 033020
St John's Care Club email address careclub@claytonce.bdat-academies.org

Chair of Governors: Vinay Verma
Headteacher: Gemma Emsley
Care Club Leader: Amanda Fletcher

St John's Care Club aims to provide high quality, safe provision for the pupils of the school. The values, aims and objectives of the school are also those of our care provision.

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Staffing - Roles and Responsibilities

Responsible Body:
Clayton St John CE Primary School
Governing Body

Care Club Manager:	**Amanda Fletcher**
Deputy Manager Breakfast:	Lauren Hunter
Deputy Manager After School:	Radhia Ghafoor

Hours of Care

Breakfast:	7. 00am – 8.30am
After School:	3.00pm – 6.00pm

Behaviour

The school's behaviour policy has been adopted by St John's Care Club and is displayed in the school bungalow.
St John's Care Club adopts the school's Behaviour Policy to ensure consistency and a safe, positive environment for all children. Children attending the club are expected to follow the same rules and behaviour systems as they do during the school day. This helps them feel secure and comfortable from the start.

Our approach promotes our 'Be Ready' values of respect, kindness, and responsibility. Staff will support children in developing confidence, independence, and self-esteem through play and social interaction. We encourage teamwork, fairness, and good manners at all times.

School will inform St John's Care Club staff of any issues such as bullying which need to be monitored via CPOMS (our online monitoring system).

Unsafe Behaviour - Clayton St John Care Club reserves the right to withdraw a child's place if their behaviour is deemed unsafe and poses a risk to themselves, other children, or staff. This decision will be made in consultation with the Headteacher and communicated to parents/carers. Every effort will be made to support the child before such action is taken

Care, Learning and Play

Confidence, independence, and self-esteem will be encouraged through all activities. A range of play opportunities and resources will be provided for all children. As in school, we will support our children in their ongoing social learning; amongst many other things, they will learn to judge right from wrong, how to socialise and operate in teams with children from all year groups, and the importance of taking turns fairly. Our staff will listen to children and value what they say.

Children will be expected to follow the exact same rules and behaviour systems as they follow daily in school. Our rules and Behaviour policy are the same as in school, and we know that this helps the children feel safe and comfortable from the start.

All play equipment will be checked regularly and updated as appropriate.

Quiet areas will be provided for those children who would like to complete homework or who simply prefer this environment.

Collection Arrangements

Each child has a password set by parents/carers named on the emergency contact form. Parents/carers must provide the password to anyone who they authorise to collect children as the adult may not be known to the St John's Care Club staff.

Should any other adult attempt to collect your child this will be refused, and you will be notified immediately.

Any changes to collection arrangements in emergency situations must be communicated by text to the St John's Care Club mobile phone, this will be acknowledged by return text, and ID must be shown on arrival if the adult is unknown to the St John's Care Club staff.

Communication

All communication regarding St John's Care Club will be to the club's mobile phone between the hours of 7.00am -8 :30am and 3:00pm -6:00pm, Monday to Friday. Any messages left will be acknowledged by text. During the school day, you can contact the school office on 01274 815862 who will pass information on. St John's Care Club Mobile: **07471 033020.**
Emails can be sent to careclub@claytonce.bdat-academies.org

Complaints

BDAT complaints policy has been adopted by St John's Care Club. In the first instance, any parent wishing to make a complaint should speak to Miss Fletcher as St John's Care Club leader.

Confidentiality & GDPR

Staff are trained on induction regarding confidentiality and GDPR. Confidentiality is maintained by all members of staff.

Emergency Contacts

An emergency contact form will be completed by all parents upon registration for St John's Care Club; these details will always be held by St John's Care Club staff, wherever we are located. This form will include all adults authorised to collect your child. Should you need to contact us, please use the following number:
St John's Care Club Mobile: **07471 033020**

Emergency Procedures

A fire drill will take place one a year during St John's Care Club hours.

In the event of the bungalow needing to be vacated, all children and staff will go to the playground, following the school evacuation plan. Should we have to evacuate the school site entirely, we will assemble in the grounds of Clayton Village School.

The Bungalow is secured by an electronic entry system which enables us to have total control over access as well as enabling us to ensure that children cannot leave unless a member of staff allows them to.

Failure to Collect a Child

Parents are asked to inform us as soon as possible if they are running late. If the expected arrival time is after 6.00, two members of St John's Care Club staff will be asked to stay on until the child is collected. **Extra charges will be incurred to cover overtime for both staff. This will be charged at £10.00 for each 15-minute block.**

If nobody has collected the child by 6.15pm and no contact has been able to be made with any of the listed carers, we will be obliged to notify the police.

It is very important that St John's Care Club be informed if a child is not going to attend an arranged session. This can be done by text or telephone call to the St John's Care Club mobile 07471 033020.

Please let us know as soon as possible if this is the case.

If a child does not attend St John's Care Club when they are expected to, and no message has been received, St John's Care Club staff will always speak with school staff to establish their whereabouts before leaving our registration area. Obviously, when there are numerous absences to chase-up it can cause a significant delay to the start of the club for the other children.

If we cannot confirm the whereabouts of the child after speaking to school staff, the School's Senior Management will be informed, and if the child has not been located by 3.45pm, the police will be informed.

Fees & Bookings

Care club booking are via our on-line booking system on ParentPay. Care club fees are payable **in advance** via ParentPay or bank transfer. **Childcare vouchers can be accepted using our Ofsted Registration number: 145180** for your voucher provider. The current cost of care club is;

- Breakfast Club runs from 7.00am – 8.30am at a cost of £4.50 / day
- After School Club runs from 3.00pm – 6.00pm at a cost of £8.00 / day

An email will be sent to each group from ParentPay once the bookings are live each term. Please note that, unless you pay by childcare vouchers, **all sessions will need to be paid for at the time of booking**.

You can cancel bookings on ParentPay up until 6pm the day before a refund*****. If you are cancelling a pre-booked place this allows us to offer the place to someone else as we often have a waiting list.

Due to safeguarding and legal reasons, there are always two members of staff present when a child is on-site. Collecting a child after 6.00pm will incur a charge of £10.00 for every 15 minutes, to cover overtime costs of both staff.

Failure to cancel by 6pm on the day before the booking will result in the charge not being refunded.
***Pease also inform care club if your child is sick and will not be attending, as we will then cancel the fee for that session*.**

First Aid
All care club staff are first aid trained.

Accident Record Book
All accidents will be recorded in the appropriate accident book for either staff or children. Parents and carers will be informed upon collection of any injuries sustained by their children and will be called immediately in the case of more significant injuries. Text messages will be sent for any bumps to the head.

Food Provision
Food ordered and provided by the school kitchen. Staff are appropriately qualified in food hygiene.

- Level 2 Food Safety and Hygiene for Catering – Miss Fletcher
- Level 1 Food Safety and Hygiene for Catering – All other staff

The food provided at breakfast club and after school club includes- access to fresh milk and water for drinking, a variety of cereals low in sugar, such as Cornflakes, Rice Krispies and Weetabix. In addition to the option of wholemeal toast which is offered daily alongside a selection of fruit.

The food provided at after school club includes include fruit, rice cakes, crackers, wholemeal toast, cheese and beans on toast (once per week). Water is served as a drink during the session.

Health and Safety

- **Smoking/Vaping Policy**
  Smoking or Vaping is forbidden in the school, its grounds and the footpaths by the school gate.
- **Risk Assessments**
  Risk Assessments for the bungalow and outside areas will be undertaken annually with the St John's Care Club Manager and the School's Executive Business Leader.

Medical Needs
A register of allergies including Asthma is kept in the management folder.

BDAT Supporting Students with Medication Needs Policy has been adopted by St John's Care Club. Parents must complete the appropriate form before medicine can be administered by

staff. It is the responsibility of staff to ensure medicine is kept in an appropriate safe place. Only prescribed medicines will be administered.
It is the responsibility of parents to ensure that inhalers and EpiPens are in date. EpiPens and inhalers must be provided for St John's Care Club.

Register of Pupils

A register of pupils will be taken daily. The registers will be kept at hand in case of emergency evacuation of the building.

Safeguarding Children

The safeguarding and protection of all children is a priority for the whole school, including St John's Care Club. The School's Safeguarding & Child Protection Policy has been adopted by St John's Care Club

Gemma Emsley - Designated Safeguarding Lead
Louise Allingham - Deputy Designated Safeguarding Lead
Katie Hughes, Tanya Hall, Mrs Walker and Mrs Brown are trained members of the School Safeguarding Team.

Access to the bungalow is restricted. A keypad and doorbell are fitted for additional security. The gate is also padlocked while children are outside. All staff are DBS checked.

It is not permitted to take photographs of any child on any personal mobile phone. Any pictures taken on digital cameras are for the sole use of the school and will not be put onto the school website or published in any other publication without checking the permission list in the school office.

Special Educational Needs

The school's SEND policy has been adopted by St John's Care Club. The Headteacher and SENDCO will make St John's Care Club staff aware of any individual needs of all children including any behaviour plans in action.
Children who require 1:1 support would be over the ratios in place for safeguarding and would require additional staff. Any parent wishing to take this offer should contact the Executive Business Leader to provide details.

Policies – School and Trust

All Clayton St John CE Primary School policies are available on the School website on this link https://www.claytonce.co.uk/policies/ with copies available on request from the school office.

BDAT (Bradford Diocesan Academies Trust) policies are available on the BDAT website on this link https://www.bdat-academies.org/introduction-to-bdat/information-for-parents-carers/