

SCAPA Sherborne Care And Play Association Policies

Updated November 2018

Introduction & Ethos

A safe & secure child care facility which provides a high standard of engaging interaction for children

SCAPA is part of Sherborne Primary School & provides child care during term-time and the school holidays for children aged 4 to 11 years in a safe, happy environment. Supervised by professional and experienced staff. Children must be 4 years and in full time education. (We are unable to accept children prior to them starting in Reception year at school). A broad and balanced programme is provided of recreational and educational activities.

Children are supervised at all times by members of staff until collected by their parents or named substitute.

SCAPA offers

Breakfast club before school 8am-8.45am

After school club 3.20pm-6pm

Holiday Club throughout the school holidays (excluding bank holidays & Sherborne Primary School INSET Days) 8am-6pm

SCAPA is registered with OFSTED registration number 144417 as a day care facility

Contact Details

SCAPA

Harbour Way

Sherborne

Dorset

DT9 4AJ

Telephone 01935 812629 / 01935 810001

Email office@sherbornepri.dorset.sch.uk

Website www.sherbornepri.dorset.sch.uk/scapa

Facebook page <https://www.facebook.com/S.C.A.P.A.sherborne/>

Timetables

Breakfast Club

8am	Breakfast Club opens
8am	Breakfast is served. A selection of cereals, toast, pancakes, bagels and crumpets available. Also, a selection of fruit juices, water and milk to drink
8.30am	Breakfast finishes.
8.30am	Free play
8.45am	Breakfast Club ends and children are sent to class

After School Club

3.20pm	First Session. After school snack is provided. A selection of fruits, toast, crackers, rice cakes and yoghurts. Also, a range of squash, milk and water to drink
4.00pm	Second sitting snack on busier days
4.30pm	Second Session. Children are offered a choice of activities. Inside or outside play
5.30pm	Third Session. Play continues
6.00pm	After School Club Closes

Holiday Club (Please see bespoke timetable for more details)

8.00am	SCAPA opens start of morning session
8.45am	Breakfast is served (same as breakfast club)
10.00am	Morning activities starts
11.00am	Snack
12.30pm	Lunch Children to bring their own lunch
1.00pm	Morning session ends, afternoon session begins
2.00pm	Afternoon activities start
3.00pm	Snack
3.30pm	Children's choice of activities
6.00pm	SCAPA Closes

SCAPA Staff

SCAPA Manager

Emily Clarke - Degree in Education/Psychology, First Aid at work, Attachment training, Prevent training, Paediatric first aid 12-hour course, Food hygiene

Deputy Manager

Di Cockerell - NVQ level 3 play work, first aid at work level 3. Paediatric first aid 12-hour course, DSCB-LSCB level 3 safeguarding (DSL -Safeguarding lead for SCAPA) Prevent training, Attachment training,

SCAPA Supervisors

Nikki Wilson - NVQ level 3, level 2 food safety, Attachment training, Paediatric first aid 12-hour course

Holly Neill - Paediatric first aid 12-hour course

Lisa Miles - Supporting teaching and learning in School level 2, First Aid at work, Food Hygiene, OU qualification in Health & Social Care

Marta Ruiz-Bodas - Lunchtime Supervisor at school during the day

Sarah Bentley - Existing teaching assistant within school

SCAPA Playworkers are all Sherborne Primary School Staff

Missing or uncollected children

If after registration a child/ren are not present that are booked in to take the session the following procedure will be undertaken:

- School absence list will be checked to see if child/ren were absent from school.
- After school clubs lists will be checked to see if the child/ren are attending.
- Answer phone will be checked for messages.
- Club leader will check with the class teacher to see if child has been collected by an appropriate adult.
- Club leader will check with the school office.
- Parents will be contacted in the first instance by telephone
- Emergency contacts will be contacted in the second instance by telephone.
- If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. Appropriate Senior Staff will be informed

There is an expectation that parents will collect their child/ren from the After School Club at the end of their booked session either 4.30pm, 5.30pm or 6pm. In the event of delay please contact the school. In the event that a child goes missing the following procedure will be undertaken:

- Appropriate school staff will be informed of the missing child.
- Club Leader will search the inside of the building and delegate an outside search to the building to another member of staff.
- If the child remains missing the emergency services will be contacted.

In the event that a child is not collected at the arranged collection time the following procedure will be undertaken:

- Parents will be contacted in the first instance by telephone.
- Emergency contacts will be contacted in the second instance by telephone.
- If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. Appropriate Senior staff will be informed

Parent Involvement and Agreement Policy

Parents are the first educators of their children. The aim of the club is to support their essential work, not to supplant them. We will:

- Make all new parents aware of the club's systems and policies (including high standards of behaviour required at all times)
- Encourage all parents on an individual basis to play an active part in the management of the group.
- Ensure that parents are informed on a regular basis about their child's progress.
- Ensure that all parents have the opportunities to contribute from their own skills, knowledge and interests to the activities of the club.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Welcome the contributions of parents, whatever form these may take.
- Children should be collected promptly at the end of the session.
- Children are not allowed to leave the club unless accompanied by their parents/guardian or nominated other adult. If the parent/guardian is unable to collect his/her child/children they must inform the supervisor of the nominated other responsible adult. No child will be allowed to leave the premises with unknown persons.
- All fees will be paid in advance via School Money

Behaviour Management Policy

We understand that children have “good” and “bad” days and that sometimes they behave in an unacceptable manner. However, it is our role to protect all our children against aggressive, disruptive and rude behaviour. We will sit the children down to discuss what they consider to be acceptable behaviour and the high standards of behaviour required will be put displayed within the SCAPA facility.

We feel it is helpful to everyone to put in place a behaviour policy which will be followed at all times. Breakfast club, after school club and holiday club.

We believe that children flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to do this:

- Rules governing the conduct of the club and the behaviour of the children will be discussed and agreed within the club and explained to all newcomers, both adult and children.
- All adults in the club will ensure that the rules are applied consistently, so that the children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults in the club will praise and endorse desirable behaviour such as kindness and a willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
- If your child requires extra support (i.e. for their, and others, health & safety) in the form of a 1 to 1 adult (linked to their usual school needs) this might require an additional cost to allocate the extra staff (this is charged at £10 per hour for the duration of the time / session within SCAPA)
- **PARENTS & CARERS WILL SIGN AN AGREEMENT FORM TO THESE BEHAVIOUR RULES WHICH SIGNIFIES AGREEMENT WHEN JOINING SCAPA (a copy of the rules below will be given to the parent / carer & available within SCAPA page on our web-site)**
- **SCAPA retain the right the refuse a child to participate in any activity due to health & safety concerns**

When children behave in unacceptable ways:

	Behaviour	Consequence
Level 1	<ul style="list-style-type: none"> If you are rude to another child If you are unkind to another child If you are rude to an adult Shout out when an adult is speaking or taking the register Damage equipment If you do not behave in an acceptable way at meal times 	<ul style="list-style-type: none"> Any of the following could be used: Remind you of acceptable behaviour Thinking time away from the others for 5 minutes Thinking time on a table of your own Be asked to apologise
Level 2	<ul style="list-style-type: none"> Continue with any level 1 behaviour Fight Hit someone Spit Steal Argue rudely or aggressive with an adult Deliberately damage property 	<ul style="list-style-type: none"> Any of the following could be used: Remind you of acceptable behaviour Thinking time away from the other for 5 minutes Speak to your parents when they collect you Be asked to apologise Be sent to a Senior Member of staff / the situation discussed with them Parent / career warned of consequences of further unacceptable behaviour
Level 3	<ul style="list-style-type: none"> Continue with any of level 1 or 2 	<ul style="list-style-type: none"> Parents will be called and asked to collect immediately Placement within SCAPA would be at risk for future bookings

Complaints Procedure

SCAPA aims to welcome all children and families and provide a stimulating and safe environment for all children. We aim to deliver the highest standard of care and to foster good relationships with families in attendance. Parent / carers views are acknowledged and respected. SCAPA follows Sherborne Primary School complaints procedure and ensures that any complaints are dealt with in a timely manner. As

there is regular exchange between parent / carers and SCAPA staff it is hoped that minor concerns can be resolved during these times. Any formal complaints should be raised with the SCAPA Managers. An immediate response may not always be possible as staff may have to liaise with one another. We aim to respond to you within 48 hours. An appointment will then be arranged for you to come to SCAPA to discuss your concerns. If parent / carers are dissatisfied with the outcome or that their concern reoccurs they should go straight to the Head Teacher. An appointment will then be made for concerns to be discussed, parent / carers are entitled to have a friend or family present at this meeting. The discussion and outcome will be recorded and all reports will be countersigned and dated by management and parent / carers. If parent / carers feel that the matter remains unresolved SCAPA and Sherborne Primary School require the complaint in writing and should be addressed to Sherborne Primary School Head Teacher. The complaint will be investigated and all parties will be notified of the outcome within 28 days. If following this procedure parent / carers feel that the matter still remains unresolved it may be referred to Sherborne Primary School Governing Body – please see full details of this stage as described within Sherborne Primary School Complaints Policy. If a parent / carer is not satisfied with the outcome of a complaint they should refer it to the said policy mentioned above for further details

Sun Hat

SCAPA believes in sun safety to ensure that children and staff are protected from sunburn and skin damage caused by harmful ultra violet radiation. We believe that by encouraging sun safe behaviour at nursery and by teaching children about the risks of sunlight we can prevent them being sun burnt. As part of our sun safety policy we will:

- Check, during the months April – September the daily weather forecast for the Sherborne area to gauge the UV index for the day. We will use this information to inform our daily practice with the children. At SCAPA we understand that children and staff that attend have a wide variety of skin types and when the UV forecast is for 4 or higher all children will need to wear a sunhat at all times when in the garden or outside.
- Encourage children to wear clothes that provide good sun protection & for PARENT / CARER to apply appropriate sunscreen before SCAPA attendance
- Schedule outdoor activities at times other than those in the middle of the day.
- Hold outdoor activities in the shade when possible.
- Work towards increasing the provision of shade available in the garden for everyone.
- Encourage staff to act as good role models by practising sun safety.
- Inform and remind children about our sun safety policy through activities, stories and songs and at circle times with regards to play in the sun and the wearing of sun hats and sun cream etc.
- Inform and remind parent / carers about our sun safety policy through newsletters, staff and parent / carers meetings and on a daily basis.

- Regularly monitor the effectiveness of this policy, assess the amount of shade available and review our available resources e.g. hats, sunscreen.

Parent / carers can help by:

- During summer months, noting the forecast daily and UV index.
- Reminding your child that they need to wear a sun hat and sunscreen on (during the summer months) at all times when outside. Letting us know if you have put sunscreen on your child prior to coming in to SCAPA.
- Providing your child with appropriate clothing and a sun hat.
- Encourage good practice and talk to your child about sun safety and the risk of sunlight to their skin.

Health and Hygiene Policy

See Sherborne Primary School Policy

Admissions Policy

A maximum of 45 places available per session

See Sherborne Primary School Policy

- Children are welcome from all schools & do not necessarily have to attend Sherborne Primary School (After-School & Holiday Club Only)
- Please contact our office 01935 812619 for further details / information / registration forms / online booking & payment details etc.

Confidentiality Policy

See Sherborne Primary School Policy

Safeguarding and child protection policies and procedures

See Sherborne Primary School Policy

Health and Safety Policy

See Sherborne Primary School Policy

Special Educational needs and Disability Policy / 1:1 Policy

See Sherborne Primary School

- **If your child usually requires an adult to support them at school please contact our SCAPA Management Team to discuss any support required (this might include an extra charge if individual support is necessary, particularly for health & safety reasons)**

Equality of Opportunities and Diversity Policy

See Sherborne Primary School Policy