

SPROWSTON CLUBHOUSE



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The Wrap-around care at Sprowston Junior follows all our school policies which can either be found on our school website or by asking for a copy from the school office.



Admissions Policy

Here at Sprowston Junior School we provide an Out of School club for working parents of Sprowston Junior & Sprowston Infant School. Places are allocated to children that attend full time education. We aim to provide a safe, clean and welcoming environment for children in our care.

Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site as well as a DSL Safeguarding lead. We aim to allow and cater for children of all abilities to have access to our planned play activities.



Sprowston Junior School Clubhouse Aims

Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation. To achieve our aims:
 - We will hold club sessions every day.
 - We will regularly clean and inspect the premises and equipment used.
 - We will ensure that there is always a qualified first aider on the premises.
 - We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
 - We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

Out of School Club Opening Times:

Sprowston Junior Out of School Club meet in the kitchen or after-school club room within the school setting.

Opening Hours:

Breakfast Club: Monday – Friday 7.45am – 8.45am

After School: Monday – Friday 3.10pm – 5:45pm



Security Policy

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 2:15 at most in both Breakfast and After school clubs.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.



Complaints and Comments Policy

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Out of School club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues and deal with them in an efficient manner
- If the parent/carer does not feel the complaint has been dealt, then the complaint should be taken to the Headteacher who will deal with the complaint in line with the schools Complaint Policy.



Parental Involvement Policy

Sprowston Clubhouse believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

Sprowston Clubhouse will encourage parents and carers to express their views and will value any information shared with staff members. Communication between staff and parents is vital in building a positive and trusting relationship.

Staff will regularly talk to parents/carers about their child's progress and achievements. It is our policy to contact parents/ carers when there is a concern about a Child's progress, health or behaviour and in turn, we hope that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise. General comments and feedback are also welcome.



Behaviour Policy Overview

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property. Understandable rules are applied to be fair and consistent. Parents will be informed of persistent unacceptable behaviour.

Our agreed rules are clearly explained to the children. The basis is as follows:

- Unwanted behaviour is likely to hurt, injure or upset another child, themselves or even an adult. Unwanted behaviour shows a lack of respect for others, disrupts their play and learning and may even damage toys or property.
- Sprowston Clubhouse recognises all areas of behaviour and can distinguish behaviour which requires a consequence and behaviour which does not.
- Positive reinforcement of acceptable behaviour and providing positive role models is important in the club

Behaviour Policy Procedures for dealing with unwanted behaviour:

- Redirection—staff will direct child to another activity.
- A clear explanation of why behaviour is unacceptable
- Staff will speak calmly, clearly, positively and maintain control.
- Staff will give a firm warning and a reasonable consequence if behaviour does not stop.
- Staff will remove a child from the activity or toy if necessary.
- Give child a fresh start after incident.
- Reinforce good behaviour.

Parents will be spoken to if the behaviour continues and further consequences may be needed.

The club will keep a record of all behaviour incidents.

Dealing with and establishing good behaviour

Our aim is to provide a happy, caring, stimulating and challenging environment. We endeavour to ensure all children feel secure within our setting and are treated as individuals and given fair opportunities to learn and progress taking into account whether their language and understanding is matched to their developmental stage.

Children can often show signs of withdrawn behaviour and require a little assistance and encouragement to progress. Our procedure for dealing with withdrawn behaviour are as follows:

- Praise and reward.
- Encouragement.
- Involve the child in small group activities with an adult present then increase group size over a period of time.
- If it is noticed that the child holds back choosing activities, then staff must give the child direction and gradually decrease this as the child shows more independence.
- Staff will discuss with the parents the behaviour we are experiencing in club to see if there are any signs of this behaviour at home.

Full support and advice will be given to parents as appropriate



Special Educational Needs Policy

General statement of values and beliefs:

- In Sprowston Clubhouse we believe that children with disabilities are children first; sharing the same needs and desires as all children.
- We feel that where possible all children should share social and learning experiences with their peers in local settings.
- Our aim is that all children will be happy in the Sprowston Clubhouse environment with activities to suit individual needs and abilities.
- Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice.



Parent Partnership

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has a need in order for us to support and include the individual in every activity we plan.

Where we have a concern about any aspect of your child's development we will always talk to the parent/carer. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour.

In conclusion, we aim to include all children into our Out of School Club activities regardless of their needs.



Emergency Fire Procedure Policy

Upon hearing the fire alarm all staff and children should follow carefully the instructions below:

Staff:

- Escort all the children calmly, quietly and safely outside onto the side playground via the nearest fire exit.
- Line the children up at the bottom playground away from the school building.
- Elected member of staff to check toilets before going onto the playground.
- Whilst on the playground keep the children quiet and still while the register is taken.
- Await instructions before leaving the playground and returning to the building.

Sprowston Clubhouse will follow the school business continuation school plan and critical incident plan in the event of other emergency situations arising.



Food and Hygiene Policy

Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.

- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times
- The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff preparing food will always adhere to personal hygiene recommendations.

Nutritional Food Policy Objectives:

What we want to achieve:

- Ensure that all meals available in school are healthy.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- Promote food that reflects the healthy eating messages taught in the classroom
- Encourage healthy eating. (Pupils are encouraged to select their own breakfast and snacks from the choices on offer).

In Breakfast club, we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day. On a daily basis we aim to provide rice, wheat, oat and corn based cereals, and these will be served with semi-

skimmed milk. Alongside these we will serve daily – toast with the option of jam. We will also try to provide – seasonal fruits for the children and as treats we shall serve crumpets, pancakes and waffles at other times. (Whole grain varieties will be served whenever possible).

In After school club, we aim to provide healthy and balanced snacks and encourage children to make healthy choices. We will serve a variety of options such as toasted sandwiches, crumpets, pasta, pizza and muffins. We will also serve fruit and there will be other snacks available such as biscuits. The children will also be given squash and water to drink.

All food allergies and medical reasons for children not to eat certain foods should be stated on the booking form.

Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.



Sickness Policy

It is the parent/carers responsibility to ensure that their child is not ill when brought to the Sprowston Clubhouse. Children suspected of suffering from infectious conditions will be excluded from the Out of School club for 48 hours or until medical treatment has been sought and the child is well. Parent/carers should inform the Sprowston Clubhouse as soon as possible of their child's absence. In the case of a child becoming ill at the Sprowston Clubhouse, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

The club will follow school policy on all illnesses and refer to NHS advice when required.



Lost children Policy

On Site procedure

- In the event of a child going missing or being lost on club/school premises the manager should be informed immediately.
- The Sprowston Clubhouse staff should also be informed immediately.
- If a child is booked into a session and fails to arrive, checks WILL be made with parents/carers to locate where the child is.
- A thorough search should be made of the premises both internally and externally.
- The manager will inform the Head teacher. The local police should be contacted if necessary.



Late and uncollected children Policy

In the event of any child(ren) being left at the Sprowston Clubhouse due to unforeseen circumstances, Children's Services would be contacted. If necessary, the local police would also be contacted. To help prevent this situation arising, when children are registered for an Sprowston Clubhouse place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies. A child will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition.

It is required that a parent must inform the Sprowston Clubhouse staff if their child is to be collected by someone unknown to them and given relevant details. Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue. If parents/carers are unwilling to work with staff on this issue, management will be informed, and a cost may be occurred.

Please refer to our Terms and Conditions for further information in relation to late charges.



Toileting Policy Children

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child. (Buddy system).



Fee's Policy

In the interests of running a sustainable Sprowston Clubhouse facility for parents/carers, it is important that payments are made in advance for services provided. Payments will be made online in advance and parents will be able to go online and pay when they have been told their child has a place at the club. Parents will be able to book children in on the day if the club has spaces.

Discount for second and subsequent siblings will be at a rate of £1.00 reduction per session for breakfast and £2 for after-school.

If a parent hasn't paid the club invoice after the payment period given, the school will reserve the right to refuse entry to the club until the invoice has been settled. The Headteacher will have the final say in any dispute over non-payment.

All absences will be charged at full price, including illness. Late collection of your child/children (after 5:55pm Monday- Friday) will incur a £5.00 charge. This form will become part of your contract with Sprowston Clubhouse and must be adhered to. Any changes to this contract must be agreed between parent/carer and Club manager and put in writing, signed and dated by both parties. Any parent/carer failing to comply with the club's agreement for payment may have their child excluded from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child excluded permanently. Parents can request a receipt for any payment made.

Priority Policy Places will be allocated as shown: 1. Siblings. 2. Children who need to attend 5 mornings/5 afternoons. 3. Less than 5 mornings/5 afternoons that attend regular set days.



First-Aid Policy

Our approach to first-aid follows the school and county guidelines. Parents are expected to inform the club on the booking form of any medical issues we need to be aware of.

Children should bring any inhalers or other equipment/medicine needed to the club. There is an expectation that Sprowston Infant School or Sprowston Junior School staff will inform the after school club team of any medical issues they need to be aware of if they have happened during the school day.

Staff are Paediatric first-aid trained.

Agreed by the Full Governing Board on 25th September, 2025