

## Policy on Out Of School Hours Activities (OOSHA)

**Date reviewed by Safeguarding Committee: January 2018**

**Date of next review: January 2019**

At Handcross School, every child is special

### **Aims for the School**

- To make all children and staff feel safe, happy, respected, cared for and have a sense of belonging. To create a trusting atmosphere in which the spiritual life and personal qualities of the children will flourish and their growing confidence and independence nurtured.
- For there to be high expectations which inspire, motivate and challenge **every** child to learn in every aspect of a broad curriculum. For the children to learn how to think independently, develop their imaginations and have fun. For every day to be used to the full.
- To have good working relationships between all who work in the school and a strong partnership with the parents, other schools and the community.
- To create an in/outdoor environment which is attractive, lively, stimulating, informative and which supports the children's learning.
- For the learning to be based on our knowledge of *how* children learn, the preferences and interests expressed by the children themselves and from stimuli within the locality.
- For exciting and memorable lessons to be well planned and resourced, with plenty of rich, satisfying, enjoyable, multi-sensory experiences, and for lessons to be suitably differentiated to meet every individual need.
- For the good and relevant use of IT to be fully exploited.
- To set short, medium and long-term goals which challenge and stretch each individual, and for progress to be carefully tracked.
- For teachers to accurately assess individuals at every stage of the learning so that the resulting interventions have a direct *impact on the children's learning*.
- For the children to be able to talk about their progress towards their targets, and for their achievements to be celebrated.
- For the children to be prepared to lead a life within a diverse and constantly changing society, in which they will respect British values, adopt a healthy lifestyle, achieve economic well-being, and make a positive contribution.

September 2017

### **Aim of Policy:**

To ensure safety of all children on the school premises before and after school.

### **CRB checks for Visiting Sports Coaches**

- Our secretary will ensure that all visiting coaches have the required DBS check.

### **Risk Assessments**

- The Educational Visits Officer will ensure that the leaders of any clubs that are not of a routine nature or involve offsite activity, submit appropriate Risk Assessments for approval.

### **School Security**

The security measures that are in place during the normal school day will still be in operation for after school clubs i.e. doors will be locked and visitors will gain entry by buzzing at the front entrance. The secretary will ensure that they sign in and wear a badge. **This includes all parents.** Parents should wait in the usual place outside when collecting their child from a club.

### **The Role of the Parents:**

**Parents will receive a copy of this policy on entry and sign a slip to confirm that they agree with this policy and will carry out their obligations:**

- **Parents will support the school in ensuring that their child attends and remains committed to the clubs of their choice for a fixed period of a term (or half-term for some clubs), after which time they will have the option of leaving.**
- **All children must be collected by a parent/carer promptly at the end of a club; Junior children may walk home independently if written consent is received or if the school office has been informed on the day of the club. Infants will always be paired up with the parent/carer after the club. The parent must sign the register on collection of the child.**

- **Parents will inform the Secretary (or club leader if office is closed) if their child is going to be absent from a club for any reason and she will inform the leader of the club.**
- **If parents fail to pick up their child promptly, the child will not be able to attend the club anymore.**
- **Ensure that siblings of any child who is attending a club are picked up at 3.15pm as usual and not left unsupervised until clubs are over (the school cannot provide supervision for them at this time).**
- If your child is not attending a club but is going home with a child who is attending a club, then s/he may not attend the club on a one-off basis and supervision must be arranged for your child from 3.15pm.
- If your child misbehaves, s/he will no longer be able to attend.
- **Parents must understand** that clubs have to be cancelled from time to time due to weather or staffing issues. We will do our best to prevent this from happening but parents must collect their child/ren at the usual time if this is the case. It is not a child care service! If a club is cancelled due to absence or poor weather, there are no other staff members available to replace the absent club leader. If a parent arranges for another adult to collect in their place, they will notify the office.
- No preschool or school child may play on the adventure playground.
- The Teddies Club Supervisor will ensure that the child/ren in their care come to the hall safely after their club.

#### **The Role of OOSHA Officer (OO):**

- OOs (OOSHA Officers) will collect the registers that have been taken by the leaders of the after school clubs.
- OOs will follow up any unexplained absences to ensure the safety of all children after school.
- OOs will ensure that there are no unsupervised children wandering around the school premises (inside or outside); any such children will either be escorted to the club they should be attending or told to sit by the office. The OO will immediately phone the parents of these children and tell them that their children need to be collected immediately.
- **NB: It is not the role of the OO to provide childcare for children after school.**

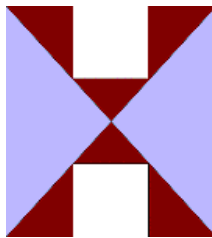
#### **The Role of the Club Leader:**

- If an adult leads a club that is not of a routine nature or involves offsite activity, they should submit appropriate Risk Assessments for approval to the EVO.
- Children may leave the club to go to the toilet unaccompanied, but it is the responsibility of the Club Leader to ensure that they return within a reasonable time.
- Infants will be paired up with a known adult who must sign the register on collection; this service is available to parents of Juniors on request.
- Children who misbehave during a club should be given a warning; if they continue to misbehave they should be sent to the Headteacher; in the absence of the Headteacher, a Classteacher will have been asked to take on this role. If this poor behaviour is repeated, or if it is of a serious nature they will be excluded from future clubs and if the incident is serious, they will be excluded immediately.
- **Cancellation of Clubs** - If a Club Leader has to cancel a club for any reason they should inform the Secretary as far in advance as possible; if the club has to be cancelled on the day that it is due, the School Secretary should be informed as soon as possible so that she can inform the parents to collect their children at the appropriate time.

#### **First Aid during Club Time**

- A qualified First Aider will be present every day during club times.

West  
Sussex  
County  
Council



## HANDCROSS PRIMARY SCHOOL

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Headteacher: Mrs. Gillian Pedersen

Dear Parents

For your information, please find attached a copy of our Out of School Hours (OOSHA) Policy and agree to the terms and conditions.

Please read the policy carefully and sign the slip below for our records.

Many Thanks

Gill Pedersen

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Child's Name : \_\_\_\_\_ Class \_\_\_\_\_

I have read and agree to the terms and conditions specified in the Handcross Primary School OOSHA Policy

Signed: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## EXTENDED SERVICES: BREAKFAST AND TEDDIES AFTER SCHOOL CLUB

### TERMS AND CONDITIONS

Last updated June 2017

The below Terms and Conditions relate to Handcross Primary School Breakfast and Teddies After School Club extended service. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions. **No child will be admitted to club if the forms have not been completed.**
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the school office.
3. The clubs will operate in term time only and will not run on days the school is closed.
4. Payment needs to be made in advance and is due by the Friday before your child is booked to attend the clubs. Payments can be made via the School Money Website or in the office via cash, cheque or credit/debit card. You can request your SchoolMoney password from the office.
5. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.
6. If your child is unable to attend a session, you must notify the extended services mobile number 07756 553477. You must also notify the school office if their absence means they will be absent from school. Please Note: At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund unless you have cancelled at least 24h in advance.
7. Places are limited so early booking is advisable to avoid disappointment. Late bookings may be accepted at 24hrs notice subject to availability. Late bookings must be confirmed by the school office and must be paid at the time of booking. Your child will not be accepted without a confirmed booking.
8. To access the club, parents/carers must use the Hall door and ring the bell on arrival.
9. Parents/carers will not be allowed into club; the child will be escorted to the exit hall door for pick up.
10. The Breakfast Club starts at 7.45am and finishes at 8.45am. Breakfast will not be served after 8.20am
11. After School Club starts at 3.15pm. If your child attends a school run activity club they will be collected when that finishes and taken to the Hall. Afterschool club finishes at 5.15pm but parents can collect children any time before 5.15pm.

- 12. Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the extended services team on 07756 553477.**
13. Parents/carers agree to abide by the late collection policy. **Parents/carers who collect their child after 5.15pm will incur a late collection charge of £1.00 per minute.** Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any extended school services.
- a. If you are up to 15 minutes late, you will be charged £1 for every minute that you are overdue. If there is a reoccurrence, your child will no longer be allowed to attend 'Teddies', i.e. there will be one warning.
  - b. If however, you are very late (more than 15 minutes), you will be charged £1 per minute that you are overdue and your child will no longer be able to attend 'Teddies' with immediate effect.
  - c. If you do not arrive to pick up your child by the pick-up deadline of 5.15pm, you will be phoned immediately so that you know your pick up arrangement has failed. It is therefore important that one of the telephone numbers you leave with us is contactable at 5.15pm. If we cannot inform you that your child has not been collected, you are at risk of being refused further entry to Teddies with immediate effect.
  - d. Please ensure that you have suitable contingency plans in place when you are relying on other people to pick up your child. We would recommend that you have a reciprocal back up arrangement with another parent whose child attends Teddies at the same time as your child. If a child is collected late on two occasions, the child will be excluded from the club and fees will not be refunded.
14. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
15. The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.
16. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserves the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.
17. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Teaching Assistant running the club. If this is not resolved please contact Mrs Pedersen, Headteacher.
18. The club operates on school days, term-time only. There will be no wrap-around care clubs on the last day of Autumn and Summer terms and on occasional dates as advised on the booking form.