



# EWLOE GREEN AFTER SCHOOL CLUB

## Statement of Purpose

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**Ewloe Green After School Club** provides Morning, After School and Holiday time care for up to 70 children at Ewloe Green Primary School.

### Contact

Mrs C. Taylor – registered Person and Club Co-ordinator

Telephone: 01244 532569 and select option 4 for After School Club.

Mobile Number: 07906050373

Email: [mrs.taylor@ewloegreencps.co.uk](mailto:mrs.taylor@ewloegreencps.co.uk)

Please visit us on the school website at: [www.ewloegreen.co.uk](http://www.ewloegreen.co.uk)

### Registration and Insurance

The club has been registered with the Care Inspectorate Wales (CIW) since 31 March 2002. Our registration Number is: W030000284/1

We are Unincorporated Organisation with a Management Committee whose members are made up of school and club staff.

### Our Aims and Objectives are to:

- Offer an inclusive service, accessible to all the children from Ewloe Green Primary School during term time and to welcome children from any school during Holiday times.
- Ensure that each child feels happy, safe and secure, allowing them to play, learn and develop freely in a play centred environment.
- Ensure that play is our priority.
- Encourage the children to take responsibility for themselves, their belongings and their actions.
- Promote leadership and teamwork, to develop a sense of belonging and to promote a positive self-esteem.
- Encourage the children to develop positive attitudes and respect themselves, each other and the staff in an environment free from bullying and discrimination.
- Provide activities that reflect the children's interest and diversity.
- Work with families and outside agencies to enhance our provision.
- Provide a setting that is committed to safe guarding children.

- Communicate effectively with families and the school, to keep everyone updated about changes to the club's administration and to listen and respond to their views, thoughts and concerns.

### **Children we care for**

The club is registered for a maximum of 70 children. We offer out of school care to families with boys and girls of school age including Nursery children during the Summer School Holidays.

The staff/child ratio is 1:8 for under 8 year old children and 1:10 for 8-12 year olds.

### **Range of needs**

The Club aims to provide a welcoming and supportive environment for all children, staff and parents. They will be treated with dignity and respect. The Club supports integration and the treatment of all children and adults as individuals, wherever this is possible. Please refer to our equal opportunities policy.

- Playworkers consult with children and parents/cares as appropriate with regards to all children's needs and preferences.
- The individual needs and views of children are considered when planning activities and buying toys and equipment.
- The Club aims to provide adaptations to the facilities and environment in order to cater for individual needs where this is practicable and reasonable.
- Where appropriate, children's progress will be monitored and recorded in consultation with parents and carers. Strategies will be discussed with the child and parent/carers and implemented.
- Staff will receive appropriate training as required.
- Full consideration will be given to outside agencies in order to meet the specific needs of a child.
- If a child requires one to one support at the Club, we will make every effort to work with the parents/cares and relevant organisations to access additional funding and extra staff members to provide one to one support.
- The level of individual care is agreed with the parents. The Club ensures that the privacy and dignity of a child is respected and maintained when providing any intimate care.
- The Club promotes anti-discriminatory practices and encourages a positive atmosphere for all.

### **Languages used**

The Club staff communicate through the medium of English; however, some incidental Welsh is used by some staff members.

Some of Club signs are bilingual and our Welcome signs are Multilingual.

There is a facility on our school website to translate the information into any language.

## Our opening times

Club	Days	Opening Times
Morning Club	Monday - Friday	7.30am – 8.30am
After School Club	Monday - Friday	3.10pm – 5.45pm
Holiday Club	Monday - Friday	8.00am – 5.45pm

## Delivery and Collection

### Morning Club

- Morning Club is run from the main school hall.
- All children should be dropped off by parents at the Hall door each morning they attend the club from 7.30am onwards.
- Staff will have a daily register and parents are asked to sign their children in at drop off.
- After the morning session the morning club staff will escort the children to their classrooms.

### After School

- During term time, Reception children will be collected from the Atrium by an appropriate number of Playworkers (dependent on numbers of children booked into the Club) and safely escorted to the club mobile classroom. If numbers exceed more than 16 children, the remainder will join the rest of the children in the School Hall.
- Children in Year 1 – 6 will meet in the school Hall.
- The school teachers and children will know the Club Playworkers. All Playworkers will sign in using the electronic signing in system in school.
- Playworkers will take registers of children arriving at the Club. Registers are produced daily from our electronic booking system. Parents choose set times to collect their children from the club.
- Playworkers will escort children to the Infant gate to be collected by parents at their chosen times.
- Staff will remain on site until 6.00pm or until the last child is collected. In the case of emergencies parents may call the club.

### Holiday Club

- A parent or carer should drop off children at the main mobile classroom or hall and inform staff as to who will be collecting them.
- Staff will have a register which includes parents chosen sessions.
- Parents can drop off and collect their child within their chosen session time.
- A password system may be used if required for anyone collecting the child other than stated on his or her enrolment form.

## **In the case of a parent/carer failing to collect the child**

The Club Co-ordinator or one of the Supervisors calls the named contacts (including emergency contacts) to come to the Club to take the child home. In the event of no contact being made after 30 minutes, the Club Co-ordinator or Supervisor will contact the Duty Officer at Social Services to advise them of the situation and take their advice on further action.

No child will ever be left unsupervised because a parent/carer has failed to collect them.

If there are concerns when a child is collected that to hand over the child may be placing the child at some risk, the Club Co-ordinator or Supervisor will speak to the parent/carer and do what is reasonable in the circumstances to safeguard the child's welfare. This may include asking the parent/carer whether another named contact is available to come and collect the child.

In certain circumstances, the Club Co-ordinator, Supervisor, or designated child protection officer may inform the parent/carer that following handover, they will call the Social Services Duty Officer and that the Club's child protection policy may be implemented.

## **Staffing**

Ewloe Green After School Club employs a Club Co-ordinator, Supervisors, Playworkers and a Support Worker. Staff are experienced and qualified in keeping with National Minimum Care Standards and are required to undergo continual training and development.

All staff and Management members are police checked through the Disclosure Barring Service. All have completed Safeguarding and Prevent Training. The Club Co-ordinator has completed Safeguarding Level 3 Designated Officer. There is always at least one member of staff qualified in First Aid on site and most staff have completed Food Handling Training. The Club Co-ordinator and After School Club Supervisor have completed a Level 3 Diploma in Playwork, 5 Playworkers hold a Level 2 Certificate in Playwork. We have one member of staff having recently completed a Level 2 Apprenticeship with us and have one Volunteer Playworker.

## **Our Staff**

Mrs C. Taylor	Registered Person in Charge/ Club Co-ordinator
Mrs C. Hughes	Supervisor
Mrs M. Featherstone	Morning Club Supervisor / Playworker
Miss C. Jones	Morning and After School Club Playworker
Mrs J. Dixon	Morning and After School Club Playworker
Miss P. Hughes	After School Club Playworker
Miss Z. Taylor	After School Club Playworker
Mrs T. O'Farrell	After School Club Playworker
Mrs M. Duggen	After School Club Playworker
Miss P. Bowles	After School Club Playworker

Miss C. Lawlor	Trainee After School Club Playworker
Miss Z. Jones	Volunteer Playworker

### **Routines and information on activities**

We are based in a mobile classroom with the use of the school hall, E Learning Plaza and the 2 other classrooms when the hall is unavailable. We make use of all outdoor areas including a forest experience area, outdoor adventure playground, nature garden and outdoor imaginative play area with musical instruments.

A large field area and yard are immediately accessible for sporting activities such as football, tennis, cricket, building and construction, scooters and netball.

We have a large storage garage which is well equipped with toys and outdoor equipment clearly marked in boxes for both playworkers and children to easily access.

Indoors there are quiet areas offering art and craft opportunities. Games and puzzles are available with other quieter activities. We have two relaxation areas where older children may just want to chat with their friends or younger children just simply want to have some time to themselves. When the weather is not so good and the children need more space indoors the school hall is used for activities such as indoor sports, construction play, art and craft, science experiments and baking.

All of our areas are fit for purpose. The equipment is well maintained and inspected on a daily/ weekly basis with any faults reported to the club co-ordinator and promptly dealt with.

The children and young people have the freedom to make their own choices within our facilities. They are able to manage their own risks and aware of their own and the safety of others. The supervision of children and young people is maintained at all times.

### **Morning Club**

The Morning Club is held in the School Hall. Children are welcomed by club staff on arrival.

A full range of games and activities are on offer for the children to choose from including:

- Table top games and puzzles
- Colouring and drawing
- Magna pads
- Various craft activities
- Floor games and activities, such as Lego, Cars and Track
- Dolls and dressing up
- Outdoor play on the Junior Yard (Weather Permitting)

We do not provide Breakfast at Morning Club; however, children may bring snack and drink if they wish.

### **After School Club**

After school outdoor play (weather permitting) and activities are encouraged after snack time.

Snacks may include:

- Cheese and Crackers
- Vegetable Sticks and Dips
- Sandwiches
- Fruit and Pancakes
- Flapjacks
- Fresh fruit is available daily

In the event of bad weather, the children are split up into groups, of which 16 of the youngest children will use the main mobile classroom for art and crafts, construction, games etc... Whilst older children set up in the school hall or the other classrooms with games such as:

- construction toys,
- imaginative play,
- floor-based table top activities.

The E Learning Plaza can be used for computer-based activities.

Children choose their own activities. Opportunities for arts and crafts are offered to all children.

Children are encouraged to take part in all activities and opportunities to play.

Towards the last hour of the session when most of the children have left the Club the remaining children can choose activities in the main mobile classroom.

### **Holiday Club**

The holiday club day is split up into outdoor activities (weather permitting) making full use of the range of equipment available and indoor activities, opportunities to relax are made available. Organised trips and events may take place such as workshops, visits, walks, picnics, and visits to the local parks.

Children are offered breakfast at Holiday Club, such as Cereals, Pancake, Toast etc. we ask Parents to provide a packed lunch and then another snack will be provided in the afternoon.

## Example of Holiday Club activities:



### Ewloe Green Holiday Club Programme

#### Week Commencing –

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am	<b>FREEPLAY – Children arriving</b>				
9.00am	<b>Childrens Choice</b>	<b>Colouring</b>	<b>Painting</b>	<b>Model Making</b>	<b>Air Dry Models</b>
10.00am	<b>SNACK TIME</b>				
10.30am	<b>OUTDOOR PLAY – GAMES – SPORTS – FOREST SCHOOL</b>				
12.00pm	<b>LUNCH TIME</b>				
12.30pm	<b>QUIET TIME – TV - MOVIE</b>				
1.00pm	<b>OUTDOOR PLAY – GAMES – SPORTS – FOREST SCHOOL</b>				
3.00pm	<b>SNACK TIME</b>				
3.30pm	<b>Pancake Making</b>	<b>Playdough</b>	<b>Painting</b>	<b>Model Making</b>	<b>Childrens Choice</b>
5.00pm	<b>FREEPLAY – until children are collected</b>				
5.45pm	<b>HOLIDAY CLUB CLOSES</b>				

## Terms and Conditions

### Booking and Fees

Bookings are made through our online Booking System each half term. Payment can be made weekly/ monthly or for the half term. Fees should be paid through the school gateway or alternatively by childcare vouchers or cash. We reserve the right to refuse any child/ren whose fees remains outstanding for more than 4 weeks.

In case of sickness the fee will not be charged. Parents will be charged for the first hour in cases other than illness.

If the club needs to close for any emergency situations such as adverse weather. Parents will not be charged.

Parents may still be charged if they take their child out of school for holidays. This will be at the discretion of the Club Co-ordinator.

We notify parents of any changes to fees in writing before they are implemented.

## **Admissions**

All children attending the Club must be registered. Parents are required to complete a registration form and sign a Parent/Club contract.

## **Induction**

Parents are welcome to visit the Club prior to their children starting. The Club Co-ordinator will arrange a tour and answer any questions. Information for parents about the Club is included in the Parent/Carer Handbook which can be found on our page on the school website.

Playworkers support new children in their first few weeks.

## **Arrangements for complaint**

If you have concerns or a complaint about the service that you receive at the club, please let the co-ordinator know. The Co-ordinator will want to take some details to make sure that she has all the information needed to investigate the complaint. This will include:

- Your name
- The nature of the complaint
- Date and time of complaint

Complaints will be dealt with promptly and fairly and in a confidential manner. You will receive a written response to your complaint within seven working days of making your concern known, and a further letter once the matter has been fully investigated if it takes longer than seven days.

If you are not satisfied with the response received from the club, or if you have a serious concern about the quality of care your child is receiving, you should contact the Care Inspectorate for Wales (CIW). Your local regional office is:

Care Inspectorate Wales  
Welsh Government Office  
Sarn Mynach  
Llandudno Junction  
Tel: 0300 7900 126

email: [CIW@gov.wales](mailto:CIW@gov.wales)

## **Emergency Procedures**

There are several situations where an emergency evacuation of an area might be necessary. As well as fire routines, they include a situation where it is necessary to get everyone inside a building urgently.

The following procedures will be practiced at least termly (and with new children and staff) and will be recorded in accordance with our health and safety policy.

## **Fire or Other Emergency Evacuation Procedure**

In the case of a fire, or other emergency evacuation, the following will apply:

- Operate the alarm (fire alarm point, gong, bell or whistle) and call the relevant Fire and Rescue Service.
- Playworkers gather children and escort them via the nearest fire exit to the designated assembly point at the bottom of the Junior Yard.
- Close all doors and windows in the vicinity of the fire to prevent spread.
- The first Playworker to leave the building should carry the register.
- The member of staff who is nominated to be the last to leave the building should check toilets and cloakrooms and should then take all reasonable steps to check that the building is clear.
- On reaching the assembly point a register should be taken immediately to identify whether everyone is accounted for.
- During this procedure no person or child should return into the building for any reason.
- The first fire-fighting team to arrive should be informed of any missing persons and their last known whereabouts. They should also be informed of the last known location of the fire.
- Pending the arrival of the Fire Brigade, staff may carry out such firefighting as can be done without danger to themselves whilst maintaining suitable supervision of all the children.
- When deemed safe and appropriate, the children will be escorted from the assembly point to await further instruction/collection by parents/carers.

## **Emergency Lockdown Procedure**

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and staff at the Club. Our procedures aim to minimise disruption to the Club whilst ensuring the safety of all children and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to children and staff at the Club).
- An intruder on the premises (with the potential to pose a risk to staff and children).
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc).
- The close proximity of a dangerous dog roaming loose.
- A major fire in the vicinity of the Club.

Lockdown Procedure notices are displayed in every room in the school and After School Club mobile.

Lockdown drills will be practiced during Club time.

## **Accidents, Incidents and Illness**

Sometimes minor accident may happen during the Club sessions. If a child has an accident the details of what happened and any resulting treatment will be recorded on our accident or incident form. Parents will be informed on collection of their child of the accident and a copy will be emailed to them. If a child should require a doctor or hospital treatment a parent will be contacted immediately.

Serious accidents and incident may be required to be reported to the CIW and or the Health Protection Team.

Staff accident /incidents should follow the same guidelines but accidents should be recorded in the Staff Accident Report Book.

The Club Co-ordinator will ensure that accidents and incidents to staff will be reported as per RIDDOR when the criteria are met.

The Club Co-ordinator or supervisor will review the accident and incident books regularly and act where necessary to avoid reoccurrences and to inform the CIW or other bodies if required.

Risk assessment checks using the Risk Assessment Checklist will be carried out in all areas before children access them. Any actions will be recorded and carried out immediately where the risk is severe or as soon as possible where it is minimal. In situations where the risk is severe and it cannot be rectified immediately, either exclude children from the area or remove the item to an area where children cannot access it.

Incidences of illness and sickness in children and staff need to be recorded daily in the register and reviewed daily so as to prevent or take quick action in an outbreak of an infection. The Club has adopted – the All Wales Infection Prevention and Control in Education Settings: May 2017 Health Protection Wales as a policy so it should be used in conjunction with this policy and be referred to for guidance when required.

The Club will notify the CIW immediately of a suspected or known outbreak of infection.

The Statement of Purpose is reviewed annually by the Club Co-ordinator. Any changes to the service are made known to CIW.

Reviewed and updated – 09 February 2025 by Mrs C Taylor – Club Co-ordinator.