

# **Venerable Edward Morgan FUN Club**



## **Parent's Booklet**

*'Love and Support in all we are taught'*

## **GENERAL INFORMATION**

Dear Parent/Guardian,

The Headteacher and staff at our FUN Club would like to welcome you and your child.

The FUN Club is held in its own Room, which is based in the Infant Department.

We have access to the hall and to an outside play area.

Our aim at the Club is to create a family atmosphere by encouraging high standards of care, relationships and behaviour. We have a wide range of activities and we aim to motivate each child.

New children will be welcomed, and staff will endeavour to be aware of the child's needs and/or insecurities, and will treat these with understanding and care.

Parents will be informed of how their child/ren has settled into the environment of the club.

The FUN Club is registered for 30 children. The Club is run through the medium of English.

## **STATEMENT of PURPOSE**

### **Aims and Objectives**

The aim of Venerable Edward Morgan Fun Club is to provide quality, accessible out of school childcare offering a range of play activities in a welcoming atmosphere.

### **Children for Whom Care is Provided**

The club operates for boys and girls of VEM aged 3 - 11 years as stated in the admissions policy. The Club caters for 30 children, in line with our Care Inspectorate Wales (CIW) registration.

The Club offers a child centred environment meeting the social, physical, intellectual, creative and emotional needs of children and recognising the individual needs of each child who attends.

### **Opening hours**

The after school club opens between 3.00pm and 5.30pm every day during school term-time.

### **Staffing**

Staffing levels meet the requirements set by CIW at all times.

### **Our staff**

Coordinator: Julie Hall  
Supervisors: Emily Cruse-Harris, Dot Szymanska,

CIW Registered Person/Responsible Individual: Rebecca Langley  
CIW Person in Charge: See Website

### **Committee Members**

Chairperson	Mrs R Langley	Treasurer	Mrs N Clarke
Secretary	Ms M Woodward	Member	Mrs K Foster-Noble

**SCHOOL MISSION STATEMENT**  
**'Love and Support in all we are taught'**

**'Let the little children come to me' St Matthew**

The Venerable Edward Morgan Roman Catholic School serves the area of Deeside to provide a Catholic education for the local parishes. We provide an environment founded upon the sound social and moral values the Church teaches. Within this environment and through our liturgies, assemblies and acts of worship our children grow intellectually, spiritually and morally as young Christians. We find an example of such growth into full maturity in the life of the Catholic priest, Edward Morgan.

We recognise that in order to develop the gifts and talents which God has given children; we need to work in close co-operation with the home, parish and local community. In this spirit and guided by the gospel and our Catholic traditions, we express below our main aims and aspirations.

1. To provide a sound moral and high academic education within a catholic ethos of love, care and concern.
2. To cultivate in a friendly, homely and welcoming atmosphere, the academic, cultural, physical and spiritual development of each child.
3. To understand the various needs of all pupils and to recognise the unique dignity and potentiality of each child as a child of God irrespective of his/her ability.
4. To develop all the staff in the school in order to meet the school's objectives.
5. To enable each child to recognise his or her own worth and value, and that all pupils are of equal worth.
6. To prepare all the children for their further educational experience and their eventual development as a whole and self-disciplined person.

### **STAFF COMMITMENT to QUALITY**

The FUN Club is staffed by the following people:-

Mrs Julie Hall	Co-Ordinator
Miss Emily Cruse-Harris	Supervisor
Mrs Dot Szymanska	Supervisor

The ratio is 1-8

The records and information are locked away in a secure cabinet.

There are always two members of staff on duty for indoor and outdoor supervision.

Staff have attended courses and are First Aid trained. Which is updated regularly.

The staff are committed to creating a secure, caring and stimulating environment for all those who are part of the club.

We aim to make each child feel worthwhile and to encourage his/her talents.

We endeavour to keep the children's interest by changing equipment regularly and planning activities at our regular staff meetings.

**PROCEDURE in the EVENT of a LOST CHILD**

It is the intention of the club never to leave children unsupervised.

However, in the unlikely event of a child being missing, the following procedure will be followed:

\*Immediately a child is thought to be missing the Registered Person is to be informed.

\*Whilst one adult remains with the other children, a search of the building will be made, followed by a search of the grounds if the child is not found.

\*If another child has been collected prior to the child going missing, contact will be made to ensure that they have not collected both children without informing staff.

\*If the child is still not located within the immediate vicinity of the club the police will be informed and the parents/carer contacted.

\*Any school staff who are available would assist in the search of the immediate area.

## **COMPLAINTS PROCEDURE**

### **Arrangements for complaints**

If you have any 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 he/she has all the information needed to investigate the complaint.

This will include:-       Your name  
                                  The nature of your complaint  
                                  Date and time of the 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.

Care Inspectorate Wales (CIW) advises that if following resolution of your complaint with the registered service remain unhappy about the outcome, you should contact the Public Services Ombudsman for Wales who has legal powers to look into complaints about public services and care providers in Wales. Visit the [Ombudsman's website](#) for further details.

You can also tell CIW if you remain unhappy about the outcome of a complaint raised with the registered service. CIW will review your concern and consider what appropriate actions they may take in response.

Contact Care Inspectorate Wales:-  
Welsh Government Office  
Sarn Mynach  
Llandudno Junction  
LL31 9RZ  
Tel:- 0300 7900 126  
E-Mail:- [ciw@gov.wales](mailto:ciw@gov.wales)

**RULES**

1. Enter the room quietly
2. Children are to sit down until the register is taken
3. Children must wash their hands before eating and drinking
4. If any child is involved in extra-curricular sports activities, FUN Club staff must be informed beforehand
5. If a child arrives late he/she must explain why they are late and give apologies
6. Older children must always be aware of younger children
7. Under no circumstances should any child leave the classroom without permission from a member of staff
8. Children should only play where supervisors tell them to
9. Children are responsible for putting away any equipment, games etc. they have used, before leaving the FUN Club



### **PROCEDURE in the EVENT of NON-COLLECTION of a CHILD**

All parents will have completed the Child's Record Sheet when registering as a member of the club. This record will have details, not only of the parents', but also additional contact details, so the following procedure would be adopted:-

- Telephone contact will be made with the named individual who should have collected the child.
- If this is unsuccessful, telephone contact will be made with the second named person on the list.
- If no contact has been made staff will wait ten minutes, in case there has been a traffic delay.
- If the named person for collection is not the parent, contact with them will be made at this point.
- A member of staff will remain with the child until contact has been made with a responsible adult from the list, or parents have given instructions.
- If no contact can be made Children's Services will be contacted and advice sort.
- **A further charge of £12.00 will be payable for the first child and £7.00 for any additional children.**

## CHARGES

### **Please Note:-**

- If you are going to be late picking up your child from school PLEASE TELEPHONE THE SCHOOL otherwise you will automatically be CHARGED for FUN Club.
- If your child is on the register for FUN Club and we have received no message that you will be late picking him/her up from school, he/she will be sent to the club and charged for this. The FUN Club staff must be on duty in the club at 3:00pm and cannot wait at the school entrance with children whose parents are late.
- If you have telephoned but are later than 3:20pm you will have to be charged, as extra staff are paid, according to the number of children in the club. The club does not run at a profit.
- **After 5:30pm there is an extra charge of £12.00 for the first child and £7.00 for the second.**

<b>CHARGES</b>	<b>1<sup>st</sup> CHILD</b>	<b>2<sup>nd</sup> CHILD</b>
3:10 - 4:00pm	£5.50	£4.00
4:00 - 4:30pm	£6.00	£4.50
4:30 - 5:00pm	£7.00	£5.00
5:00 - 5:30pm	£8.50	£5.50

## **SAFEGUARDING POLICY – An INTRODUCTION**

Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them. (*Article 19 – UN Convention on the Rights of the Child*).

In Wales this is further underpinned by the Rights of Children and Young Persons (Wales) Measure 2011.

As an organisation working with children, FUN Club recognises the moral and statutory responsibility to safeguard and promote the wellbeing of all children. The Club recognises the importance of providing an ethos and environment within our school that will help learners to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. The Club is alert to the signs of abuse and neglect and follow the Wales Safeguarding Procedures 2019 to ensure that learners receive effective support, protection and justice.

<https://www.safeguarding.wales/>

Our school's FUN Club core safeguarding principles are:-

- All learners have a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.
- All learners have a right to be heard and to have their wishes and feelings taken into account.
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies.
- All staff have a responsibility to recognise vulnerability in learners and act on any concern in accordance with this policy.

There are three main elements to this policy:

- Prevention through the culture, teaching and pastoral support offered to learners;
- Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day-to-day contact with children, FUN Club staff are well placed to observe the outward signs of abuse;
- Support to those learners who may have been abused.

This policy applies to all staff and volunteers working in FUN Club and its governors and can be the first point of disclosure for a child. This first point of contact is an important part of the child protection process and it is essential that all staff are aware of and implement the school procedures.

The FUN Club's Designated Safeguarding Person is Mrs Rebecca Langley (Headteacher).

The full Policy and further information on this Safeguarding Policy can be found on the School Website.

<https://www.vemschool.co.uk/school-information/policies-and-documents.php>