

Venerable Edward Morgan FUN Club



Parent's Booklet



Venerable Edward Morgan

FUN Club

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 the Playgroup Plus Room, which is based in the Junior 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.

Venerable Edward Morgan FUN Club

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 clubs operate 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 and Social Services Inspectorate Wales (CSSIW) 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 CSSIW at all times.

Clwb Tylluanod

Coordinator: **Julie Hall**

Supervisors. **Emily Cruse-Harris, Helen Woodhouse, Dot Szymanska, Lisa Prince, Amanda Killa**

CSSIW Registered Person/

Responsible Individual: **Rebecca Langley**

CSSIW Person in Charge: **See Website**

FUN Club

Committee Members

Chairperson
Secretary

Mrs R Langley
Mrs M Hughes

Treasurer Mrs N Clarke

Venerable Edward Morgan

School Mission Statement

'Love and Support in all we are taught'

'Let the little children come to me'
St Matthew

The 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.

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Staff Commitment to Quality

The FUN Club is staffed by the following people -

Mrs Julie Hall	Manager
Miss Emily Cruse-Harris	Supervisor
Mrs Helen Woodhouse	Supervisor
Mrs Dot Szymanska	Supervisor
Mrs Lisa Prince	Supervisor
Mrs Amanda Killa	Supervisor

The ratio is 1-8

The records and information are locked away in a cupboard.

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

Staff have attended courses and are First Aid trained. Updated September 2019.

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.

Venerable Edward Morgan FUN Club **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 Senior Supervisor and/or 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.

Venerable Edward Morgan FUN Club **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 supervisor know. The supervisor 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.

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 Standards Inspectorate for Wales (CSSIW).

Your local regional office is:-

CSSIW

North Region

Government Buildings, Sarn Mynach

Llandudno Junction

Conwy

LL31 9RZ

Tel: 0300 790 0126

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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 involved in extra curricular sports activities, FUN Club staff must be informed beforehand via the booking in form
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

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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 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.**

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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 the 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.**

CHARGES	1 st CHILD	2 nd CHILD
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

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CHILD PROTECTION POLICY

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, the Club has a responsibility to safeguard and promote children's welfare and protect them from harm. The child's welfare is always the paramount consideration and the protection of the child is the Club and the Registered Person's/Responsible Individual's first priority.

This policy has been developed in line with the

- All Wales Child Protection Procedures 2008 (www.awcpp.org.uk)
- Safeguarding Children: Working Together under the Children Act 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en>)

The Local Authority is the prime authority for dealing with child protection investigations, although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

The Club takes steps to protect children by:

- Maintaining a child-centred ethos in the Club
- Having a robust staff and volunteer recruitment procedure (this includes maintaining current enhanced CRB disclosures (and where relevant, Independent Safeguarding Authority (ISA) checks, referring to <http://www.isa.homeoffice.gov.uk/> for up to date information and requirements) and checks on fitness references and qualifications in line with relevant daycare regulations
- Having an awareness of [The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children](#) Which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children.
- Having robust procedures for staff, students, visitors and volunteers.
- Ensuring no student, volunteer, visitor is left unsupervised at any time and a record of their attendance – including dates and times – is kept.
- Ensuring all staff are trained in child protection procedures (this includes recognition of signs of abuse).
- Maintaining appropriate staff: children ratios for the supervision of children (in line with or exceeding regulatory requirements)
- Implementing and maintaining a current risk assessment of all activity in the Club and ensuring adequate insurance cover is provided
- Designating a suitable child protection officer [*name*] who acts on behalf of the Club in any child protection matters.

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- Informing all parents/carers of the child protection policy and procedures (including relevant contact numbers) as each family starts to use the Club.

The procedure

There are two routes:

Route 1: A disclosure about a child

Route 2: A disclosure about professional abuse

Route 1: In the event of a member of staff having a concern/suspicion that a child has suffered abuse / neglect or if someone tells a member of staff that they or another child or young person is being abused / suffering neglect:

The member of staff acts without delay (and as is appropriate to the age/stage of the individual child):

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours
- Makes a note of the date, time, place and people present in the discussion
- Does not confront the alleged abuser
- Reports the concerns to the Registered Person/Responsible Individual and /or designated child protection officer or in their absence their line manager as possible, but without delay.
- The written record is passed to the child protection officer and kept safely and confidentially.

The Club's Registered Person/Responsible Individual /designated child protection officer reports the concerns immediately to the Duty Social Worker at the local office.

The need to seek advice should never delay any emergency action needed to protect a child.

Route 2: If the behaviour of a colleague, adult (including members of the public) towards children or young people causes concern:

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, child protection concerns should always be dealt with through local child protection procedures in line with this guidance and, in particular, the guidance contained in Chapter 8 (*Dealing with*



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New name amended January 2014
New Charges revised November 2017
Policies updated Spring 2020
Staff details revised March 2021

Revised Booklet June 2021