



**BURGH AFTER SCHOOL CLUB**  
**PARENT INFORMATION**  
**PACK**

# **Burgh After School Club**

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## **AIMS OF THE CLUB**

The Club exists to provide a safe and fun environment for primary aged children whose parents require child care during out of school hours. Admission is not restricted to parents who are working, as the Management Committee believes that the Club provides an opportunity for children to develop their social and interpersonal skills and so may benefit all children. However if the Club facilities become stretched it may be necessary to give priority to those children whose parents/carers are in work or education, or who otherwise have exceptional child care needs.

At The Burgh After School Club we value our parents/carers and children's views, ideas and participation, if any parent/carer wishes to contribute to The Burgh After School Club feel free to contact a member of staff either in person, telephone, or by letter. Your input will be welcomed as we are always looking for new ideas. Parents/carers are also welcome to attend any of the clubs committee meetings with prior arrangement.

Policies and Procedures are available to view on request; our Care Inspectorate Report is constantly on display in the club for any parent/carer to read.

All our staff hold the relevant qualifications as set down by The Scottish Social Services Council, all staff also have a PVG to work with the children at The Burgh After School Club.

Although we are set up in The Burgh Primary School, The Burgh After School Club are totally independent from the school, all staff wages and equipment bought are supported by the children's fees.

## **Sample – Daily Activities**

Monday	Various games, drawing, dolls house, giant connect 4, lego and assembly hall
Tuesday	Various games, drawing, junk table, jigsaws, dinosaurs, kinex and log trail
Wednesday	Various games, drawing, magnetix, fort & soldiers and gym hall
Thursday	Various games, drawing, hama beads, garage & cars and playground games
Friday	Various games, drawing, paint table, dvd, top trumps, x box/wii, sandpit and outdoor play

**Children can ask a member of staff if they would like to get any different toys/games out.**

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Dear Parent/Carer

Thank you for requesting information about The Burgh After School Club. Enclosed in this information pack you will find details of:

- Burgh After School Club Management Committee
- Information for Parents/Carers
- Fee Structure
- Health and Safety
- Code of Conduct for Staff and Children
- Discipline and Disruptive Behaviour Procedure
- Confidentiality Policy
- Open Access Policy
- Complaints Procedure
- Equal Opportunities Policy
- Sample snack menu
- Club Membership Application Form
- Registration Form
- Consent Form

If you decide to apply for a place for your child please complete the Registration Form and return it, together with payment, to the Manager. Cheques should be payable to Burgh After School Club Ltd..

Should the information contained in this pack be insufficient please do not hesitate to contact the Manager at the club.

Yours sincerely

BASC Management Committee

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## BURGH AFTER SCHOOL CLUB MANAGEMENT COMMITTEE/STAFF

Chair Person	Rachel Haigh (Caroline Allan - new term)
Vice Chair Person	Caroline Allan
Secretary	Kerra McKinnie
Treasurer	Michelle Hart
Committee Members	Michael Berry
	Simon King
	Jennifer Macleod
	Richard Riegels
	<b>Breakfast Club</b>
Manager	Jackie Shepherd
Practitioners	Shannon Hughes
	Elizabeth Davitt
	Karen Baillie
	Shirley Molak
	<b>After School Club</b>
Manager	Sharon Kerr
Practitioners	Jackie Shepherd (Assistant Manager)
	Shannon Hughes
	Elizabeth Davitt
	Karen Baillie
Support Workers	Pamela Laidler
	Elizabeth Watters

The Club became operational on 21st August 1995

**Term time:**

**Breakfast Club:** 7.45am – 8.55am

**After School Club:** 2.30pm – 5.45pm (Monday – Thursday)

11.45am – 5.45pm (Friday)

**In service days and school holidays:** 7.45am – 5.45pm

**Burgh After School Club**

**c/o Musselburgh Burgh Primary School**

**Kilwinning Street**

**Musselburgh EH21 7EE**

**Tel: 07999 144 197**

**Email: [admin@burghasc.co.uk](mailto:admin@burghasc.co.uk)**

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## **INFORMATION FOR PARENTS/CARERS**

### **Management of the Club**

The Club is managed by a committee of parents elected annually at the Annual General Meeting. The Committee will hold regular meetings to which all staff, parents and users of the Club will be welcome. The Club is a non-profit making enterprise and the fees charged cover staff wages, insurance and resources.

The Club is registered with the Care Inspectorate Scotland. The Club has the full support of the School's head teacher and staff.

### **Club Membership Terms and Conditions**

There is no automatic guarantee of a child place at the Club. Places are allocated according to the required child: staff ratio as detailed below. There is also an upper limit for children using the Club at any one time. This is governed by the size of the accommodation and is set by the Care Inspectorate.

All fees are payable in advance. The Manager/Management Committee reserves the right to withdraw a child place from any family who is in arrears with fee payments.

Parents must inform the Manager of a child's absence for any reason. The school will NOT report child absences from school to the Manager. The telephone number for the After School Club is: 07999 144 197. Out with Club opening hours please leave a message on the answer phone.

Children must be collected by 5.45pm at the latest. Any parents who are unavoidably late should contact the club as soon as they are able. If, by 6pm, a child is still waiting for a parent who has not phoned, the Manager will make every attempt to contact the parent or the emergency contact person. Thereafter the Social Work Department will be contacted who will arrange for emergency care.

Children must be collected by a parent or other responsible person who is named on the Registration Form. Proof of identification may be sought if the person is not known to the After School Club staff.

All children must be signed out of the Club on departure. As soon as a child is signed out, the Club has no further responsibility.

Parents will be informed if a child's good behaviour or well-being is in doubt. Please tell the Manager if there is any reason (e.g. family circumstances) which you feel may contribute to a change in behaviour or mood.

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## Club Opening Hours 2016/2017

The Club will operate during term time as follows:

**Breakfast Club** (daily)            7.45am – 8.55am

### **After School Club**

Monday – Thursday            3.00pm – 5.45pm

Friday (early)            12.20pm – 3.00pm

(Late)            12.20pm – 5.45pm

**Holiday Club** (full day)            7.45am – 5.45pm

(Morning)            7.45am – 1pm

(Afternoon)            1pm – 5.45pm

## Fees

Fees are kept to a minimum. Fees are payable in advance, weekly or monthly. Two weeks' notice of cancellation of places is required in writing.

There is an annual non-refundable registration fee to cover administration costs. The fee is £15 per family.

A copy of the **Fee structure** is shown in this pack.

## Staff

Qualified and experienced staff are employed to provide a ratio of one to ten (Monday to Thursday) and one to eight (Friday and In-service days and Holiday Clubs). Liaison between staff and parents/carers is encouraged to ensure a quality service which meets the needs of the children and their parents/carers.

## Safety

Children are supervised at all times. Children are not allowed to leave the Club other than with the named adults on the registration form.

Primary 1, 2 and 3 children are not allowed to leave the Club unaccompanied. Primary 4 – 7 children are not allowed to leave the club unaccompanied at the end of the session without the prior written permission of their parent/carer. This written permission must state the time at which the child may leave.

There will be a first aider available at the Club at all times.

Details of the Club's **Health and Safety** Policy are included in this pack. The **Safety Rules** for the Club are also included.

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## **Facilities**

Accommodation is provided in the Dinner Hall. The Club will also have access to the Assembly Hall, the Gym Hall and the small garden area at our entrance. In good weather the Club will have access to the playground and the playing field.

The Club provides for both free play and structured activities. P4 – 7 children are allowed to do homework. However, the Club does not accept responsibility for supervising this individually.

## **Snacks/Sweets**

The children are provided with a healthy snack during their session and drinks will be available. Occasionally sweets may be given. If you have any particular requirements please discuss this with the Manager.

## **Code of Conduct**

The Club has a Code of Conduct for staff and children. This is included in this pack. Please ensure that your child is aware of the code.

## **Confidentiality**

The staff and Management Committee are bound by a confidentiality agreement. Therefore they may not divulge information about children, members of staff or committee members to anyone other than authorised persons, for example professional staffs that are directly concerned with the care of the children or staff/committee members. However the Club also operates an open access policy. Parents/carers have the right to inspect any documentation held regarding their own children. The Club policies on confidentiality and open access are included in this pack.

## **Complaints**

We hope that you will have little cause to complain about the care offered at the Club. However, if you are in any way dissatisfied with the Club or its care of your child, the Management Committee has agreed a complaints procedure. This is included in this pack or you can contact Care Inspectorate, Stuart House, Eskmills, Musselburgh. EH21 7PB.

## **Equal Opportunities**

The Club promotes equal opportunities both in terms of service delivery and as an employer. Details of the equal opportunities policy are included in this pack.

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## Emergency Closure

Occasionally the situation may arise when it is necessary to close the After School Club due to unseen circumstances.

Planned closure will be notified as soon as the club is aware that a problem exists.

Unplanned closures are very rare but in these circumstances the following procedures will be implemented:

- Manager and staff will attempt to contact parent/carer
- If unsuccessful they will then attempt to call the emergency contact
- If unable to contact anyone, two members of staff will remain until alternate arrangements can be made (see emergency procedures)
- Children will only be released to parents/carers or emergency contacts

In the event of a serious building emergency, the Club will evacuate to the grassy area opposite the assembly hall and thereafter as advised by the emergency services.

The Club staffs have access to a phone and emergency information which will be used to contact the parents/carers as for unplanned closures.

## FEE STRUCTURE 2017/2018

<b>Breakfast Club</b>		
Monday – Friday	7.45am – 8.55am	£2.50 per session
<b>After School Club</b>		
Monday - Thursday	3.00pm – 5.45pm	£8.00 per session
Friday (early)	12.20pm – 3.00pm	£8.00 per session
(late)	12.20pm – 5.45pm	£12.00 per session
<b>In-Service days &amp; Holiday Clubs</b>		
Monday – Friday (full day)	7.45am – 5.45pm	£18.50 per session
(morning)	7.45am – 1.00pm	£12.00 per session
(afternoon)	1.00pm – 5.45pm	£11.00 per session

### **Please note that any cancellations or no-shows MUST be paid for in full.**

In the event of absence, sickness or holidays the fees have to be met in full. The Burgh After School Club requires to cover staff costs and comply with health and safety regulations maintaining staffing levels for all children planned to attend, therefore by paying the fees you are paying for the place, whether it be full time or part time, rather than paying for them to attend.

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## **HEALTH AND SAFETY POLICY**

The After School Club aims to provide safe and healthy working conditions, equipment and systems of work for all employees and volunteers of the Club and to provide adequate information, training and supervision to ensure this.

The Committee also undertake to operate with due regard to the health and safety of the persons who are neither employed nor volunteers but may be visiting the Club for any pertinent reason.

It is our main objective to provide a safe and healthy environment for the staff and children using the Club.

The Manager has day to day responsibility for monitoring health and safety issues within the Club. Any concerns should be raised with the Secretary. The Committee will deal with matters of health and safety in general consultation.

All employees must co-operate fully to achieve a safe and healthy workplace and take reasonable care for themselves and other individuals.

## **HEALTH AND SAFETY – GENERAL ARRANGEMENTS**

### **First Aid**

The First Aid box is situated in the lockable cupboard in the Dinner Hall. The Manager is responsible for ensuring it is properly maintained and re-stocked.

A First Aid kit will be taken on all outings.

### **Accidents**

The Accident Book is held in the lockable cupboard in the Dinner Hall. All accidents must be recorded in this book. It is at the Managers discretion whether the accident merits contacting the parent/carer at the time of the incident or at the time of signing the Accident Book. The entry must be signed by a member of staff and countersigned by the parent/carer of the child concerned. Any accident which requires a member of staff to be absent from work will be reported to the Management Committee.

### **Hospital Procedures**

The Manager, or in their absence a senior member of staff will be responsible for ensuring a child's safe admittance to hospital. One member of staff should accompany the child to hospital taking with them the relevant Registration form. The child's parent/carer or emergency contact should be informed of the action taken. The outcome should be recorded in the Accident Book, signed by a member of staff and countersigned by the parent/carer.

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## Fire Safety

The Club will hold fire evacuation drills regularly for the benefit of staff and children. The Manager will be responsible for ensuring that the fire evacuation routine is put into action.

- In the event of a fire being discovered the alarm should be raised immediately and the building evacuated
- The Fire Brigade should then be called
- No attempt should be made to remove anything from the building
- As soon as everyone is safely outside the register should be checked
- Only if the fire can be tackled at no personal risk to the individual should any attempt be made to extinguish the blaze
- Only when it is safe, re-enter the building and record the outcome in the appropriate fire drill book

## Kitchen and Dinner Hall

- All floors to be kept clean, non-slippery and free from obstruction
- The kitchen area should never be left unsupervised when cooking is in progress
- All cleaning materials should be kept in cupboards at all times
- Special care should be taken with all hot liquids in the kitchen and the dinner hall
- Any defects should be reported to the Janitor immediately
- All play areas should be free from hazardous glues, knives etc. at all times. Children will be prevented from doing anything in the Club which could cause harm to themselves or others.

## Parking

When dropping off/collecting your child, please only use the car park provided (after 5pm for After School Club) and **not** in front of the Club. This is for the protection of all children and parents and a health and safety requirement.

## Breakfast Club

Breakfast will be provided for the children on arrival at the club (your child must be in before 8.20am to have breakfast).

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## **SAFETY RULES**

Members of staff must be with children at all times except when children go to the toilet. Children should use the toilet facilities accessed from hall.

Children are not allowed to leave the Club alone, with friends or any other adult apart from parent/carer, unless staffs have written consent. Children must be signed out of the Club by the person collecting them or by themselves.

Children must ask permission to leave the room to go to the toilet.

Members of staff in an emergency should send a child to get the Manager who will then take necessary action.

Members of staff are employed to provide a safe and secure environment for the children. They are expected always to be mindful of the children's safety. Staff must not leave the Club and must spend their working hours engaged in supervising children.

A First Aid Kit must be available at all times and an Accident Log Book must be completed.

Bullying is totally unacceptable and should be reported to the Manager who will discuss this with parents/carers and will consider suspending those involved.

Rubber gloves will be worn if dealing with body fluids.

Scissors, needles and any other sharp objects will only be used under close supervision.

Children are not allowed to open windows

There will supervised access to the story telling garden

Children must at all times be careful not to damage any School Display Work

Staff will not be permitted to consume hot drinks in the dinner hall. Staff may consume hot drinks in the kitchen provided no children are in the kitchen area at the time.

As the children are all aged between 4 – 11, we are legally obliged, and bound by the Care Inspectorate to show DVD's and have X-box games etc. which are age appropriate.

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## **CODE OF CONDUCT FOR STAFF AND CHILDREN**

Staff and children are required to show respect for each other by treating each other with dignity

Staff and children must not physically or verbally abuse each other. Bullying will not be tolerated within the Club

Staff and children are required to take care during play. The health and safety policies which apply in the school also apply in the Club

Staff will also adhere to the Code of Conduct for staff as set down by SSSC (Scottish Social Services Council)

Breaches of this code of conduct will be dealt with according to the Club's disciplinary procedures.

## **WELCOMING CHILDREN INTO BURGH AFTER SCHOOL CLUB**

Staff will take a particular interest in each child from the beginning. By talking to the child and finding out what each child enjoys doing. Staff will tell the child about the opportunities and activities going on and help them join in, guiding them if necessary.

Also staff will take time to explain the establishment ground rules so that children can understand the framework they are in.

## **BEHAVIOUR MANAGEMENT POLICY**

At Burgh After School Club we aim to:

- Meet the needs of both children and their parents
- Promote a positive approach that encourages and praises good behaviour
- Create a secure environment where all the children feel they are listened to and are valued members of our club

Staff will challenge inappropriate behaviour in a caring and sensitive manner without threatening or using physical punishment or emotional or verbal abuse.

The following behaviour is unacceptable from children, parents, staff and visitors:

- Bullying
- Vandalism
- Assault
- Verbal abuse
- Swearing
- Carrying weapons

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When a child behaves unacceptably, staff will:

- Make sure the child understands what part of their behaviour is unacceptable
- Explain why it is unacceptable
- Take appropriate action to encourage the child to behave acceptable (e.g. apologising, tidying up the mess, returning something that was snatched, withdrawing the child from an activity)

Where a child poses a danger to either themselves or to others, staff will act promptly to deal with this. Persistent outburst of unacceptable behaviour may lead to the child being excluded either temporarily or permanently. Parents will always be informed at the time if their child is experiencing difficulties at the club.

When a child has additional needs, the staff will be supportive and tolerant and will work with the parents to control the inappropriate behaviour to a point. If the behaviour results in a child, staff or other person being put at risk or harmed, the child's place will be reviewed.

All staff is expected to adhere to the policy and be consistent in their approach. Under no circumstance may physical punishment, emotional or verbal abuse be used by members of staff. To do so will result in their dismissal. All parents are expected to adhere to club rules while they are in the club. Verbal, swearing or physical abuse towards staff or children (including their own) will not be tolerated and may lead to the person being asked to leave the club premises. Persistent outbursts of unacceptable behaviour by a parent may lead to their child(ren) bookings being rejected and a formal report submitted to the committee.

Parents are asked not to use mobile phones inside the club or to hold personal or inappropriate conversations with other parents in the ASC. Parents seen or heard doing this will be asked to take their phone calls or conversation outside the club.

### **CONFIDENTIALITY POLICY**

Any information/issues discussed between staff and/or Management Committee and parents will be held in confidence unless it is deemed appropriate for a third party to know (i.e. Investigation agencies/Social Work Dept.) in child protection situations.

All records on children will be kept in a safe and secure place.

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## **OPEN ACCESS POLICY**

All parents/carers have the right to access information/records held on their own child/children.

Parents do not have the right to access information/records held on other children utilising the Club.

Only in child protection situations may it be necessary to pass on information about the child/children to a third party (i.e. Investigation agencies/Social Work Dept.) without parental consent.

Parents have the right to access the annual Registration and Inspection report.

## **CHILD PROTECTION POLICY**

All members of staff will receive child protection training.

All members of staff will share any concerns about the wellbeing of a child with the Manager. The concerns will be discussed with other staff if necessary.

Where abuse is suspected, the Manager will be informed and discussions if need be will take place, to collate more detailed information. Advice will be sought from social work department when necessary.

Where abuse is disclosed the Manager will be informed immediately where upon advice will be sought from the Senior Social Worker or a senior Police Officer.

Suspicion of abuse will not be passed on to any other persons if the child's welfare is at stake, all records and information will be locked kept in a locked cabinet which only the Manager can access.

Staff will not have mobile phones on their person during working hours.

## **COMPLAINTS PROCEDURE**

Complaints should in the first instance be reported verbally to the Manager who will attempt to resolve the complaint.

Any written complaints will be dealt with in the following manner:

- The Manager will inform the person making the complaint that the details have been received
- The Manager will discuss in confidence the complaint with the relevant person
- The Manager will investigate the complaint within 10 days of receiving the complaint in writing
- More complicated complaints may require more time to investigate, complainer to be kept informed of the progress

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- If unresolved the Manager may discuss the matter, in confidence, with the Management Committee
- All complaints and their outcomes will be recorded with a copy of the outcome being sent to every person concerned

Any parent/carer has the right to take any complaint/enquiry directly to:

The Care Inspectorate for Scotland  
Stuart House  
Eskmills  
Musselburgh  
East Lothian  
EH21 7PB  
0131 653 4100

### **EQUAL OPPORTUNITIES POLICY**

The After School Club will promote equal opportunities in all its work, both in service delivery and employment

The Club will ensure that its service is as fully accessible as possible to all parents and children, i.e. physical access marketing and communications, adoption of relevant policies and practices

All parents and children using the Club will have the same opportunities to utilise the service and be involved in its decision making

The Club will operate in an environment free from racist and sexist influences and will be flexible enough to respect different cultural and religious backgrounds

### **SAMPLE SNACK MENU**

Monday	Wrap with ham and cheese
Tuesday	Toast with spaghetti hoops
Wednesday	Cream crackers with butter and jam
Thursday	Brioche rolls with hot dogs (cheese or jam available)
Friday	Filled rolls (cheese, ham or tuna), yogurt

**FRESH FRUIT OR VEGETABLES WATER OR MILK ARE AVAILABLE DAILY**