



## WYCHERT AFTER SCHOOL PLAY SCHEME (WASPS)

### POLICIES AND PROCEDURES

#### **Registration, bookings and cancellations**

Children will not be able to attend the Club until their parent/carer has completed a registration form. This form includes emergency contact numbers and any particular needs of the child. The form will be kept on the premises in a secure place to ensure confidentiality. It is the responsibility of the parents to inform the Club of any changes in personal details or circumstances.

The club is open to all children aged between 4 and 11 years (Year R to Year 6). It is the responsibility of parents to transport the children to and from the Club if they are not attending Haddenham Community Infant or Haddenham Community Junior School.

Booking are made by the parent/carer online via the School Gateway. This will be set up by WASPS and available on receipt of a completed registration form. All sessions have a maximum intake of 60 (reduced during Covid-19) children and this is built into the booking system. Cancellations may be made in person or by telephoning the play leader.

**All cancellations are non-refundable, this includes any school closure out of our control i.e. 'acts of God', snow days, enforced closure from DFE or Department of Health. Exceptional circumstances can be considered at the Headteacher's discretion.**

The fees for the Club are reviewed annually and parents are notified of any changes. Payment must be made at the time of booking either by bank transfer or by childcare voucher. The Club reserves the right to exclude children from the Club if fees are not paid promptly.

Parents on low income may be eligible to claim Childcare Tax Credit. This credit works on a sliding scale to allow parents to claim a rebate of up to 70% of their childcare costs. Further information is available from the play leader or by accessing the Inland Revenue website on [www.inlandrevenue.gov.uk/pdfs.wftcbk1.htm](http://www.inlandrevenue.gov.uk/pdfs.wftcbk1.htm).

#### **Arrival at the Club**

Children are collected from the Junior School and escorted to the Club by a play worker. Children at the Infant School are walked across to WASPS by a member of staff. A register is signed. A play worker will look for any child who is missing. The school will be contacted to check whether they were at school. If the child is not located, parents will be informed to see if alternative arrangements were made. If the child is still missing, the Headteacher will be informed, and the police will be informed if necessary.

Headteacher: Mrs Lucy McNeil    Bursar: Mrs Natasha Alleyne    Play Manager: Richard Lay  
WASPS c/o Haddenham Community Infant School Woodways, Haddenham, Bucks HP17 8DS    tel: 07717 558318  
e-mail: [wasps@haddenhaminfant.bucks.sch.uk](mailto:wasps@haddenhaminfant.bucks.sch.uk)

[www.haddenhaminfant.bucks.sch.uk/website/wasps-care\\_club](http://www.haddenhaminfant.bucks.sch.uk/website/wasps-care_club)



If an extra child arrives who is not booked in, the parent will be contacted. If the child is registered with the Club, and space is available, the child may be allowed to stay. If no space is available, or the child is not registered, the parent will be asked to collect the child. The child will remain the responsibility of the relevant school until collected.

### **Collection from the Club**

If a parent/carer is frequently late collecting a child/ren from the Club, a fine of £10 per 15 minutes will be imposed. The fine is to cover some of the staffing costs, as in the event of late collection two members of staff have to wait with the child/ren. If no one arrives to collect the child, the play leader will ring the parents, then the emergency contact numbers. If we are unable to contact anyone to collect the child/ren, Social Services will be contacted after approximately one hour.

The authorised collector will sign out all children from the Club. Parents should notify the Club if another person is picking up the child/ren. Authorised collector must use the child's individual password.

### **Planning and activities**

The Club aims to provide a range of stimulating activities within a safe and secure environment and offer positive opportunities for the children. The Club provides a child-centred environment where children are encouraged to be involved in making decisions that will affect them and take 'ownership' of the Club.

A range of activities and free play opportunities are provided and children choose what they would like to do. These activities may include board games, construction, crafts, cooking, drama workshops, sports, music or group games. A quiet area will be available for children who wish to do their homework, read or sit quietly.

Activities are adapted to give all children the opportunity to take part. The club endeavours to ensure that all children's individual needs are met. Children are treated as individuals and respected. Medical, cultural and dietary needs are taken into consideration. The club will try to accommodate parental needs when planning meetings and events.

### **Monitoring and evaluation**

The Club aims to provide a varied and stimulating environment for the children attending. We will regularly consult with the children to ensure we are meeting their needs. From time to time we will send out a questionnaire to parents/carers for feedback about the Club. However, parents are encouraged to consult with the Play Leader or school on a regular basis about the needs of their family. Any concerns will be dealt with in a confidential manner.

### **Parental involvement/volunteers**

The Club is keen to provide a wide range of activities and to give positive role-model examples to the children. We welcome support from family members, particularly from people with a specialist skill such as woodworking or music. Childcare workers, through the nature of the business, tend to

Headteacher: Mrs Lucy McNeil    Bursar: Mrs Natasha Alleyne    Play Manager: Richard Lay

WASPS c/o Haddenham Community Infant School Woodways, Haddenham, Bucks HP17 8DS    tel: 07717 558318

e-mail: [wasps@haddenhaminfant.bucks.sch.uk](mailto:wasps@haddenhaminfant.bucks.sch.uk)

[www.haddenhaminfant.bucks.sch.uk/website/wasps-care\\_club](http://www.haddenhaminfant.bucks.sch.uk/website/wasps-care_club)



be predominantly female. It is important that children recognise a wide range of people as carers, in particular males, people with disabilities and people from other cultures and social backgrounds.

The Club always operates with a minimum ratio of one adult worker to eight children for children in KS1 upwards and one adult worker to six children in the EYFS. In addition to this ratio we encourage support from volunteers. Volunteers might be relatives, adults from the community, retired people or young students aged over 13 in full-time education. Regular volunteers are police and health checked. Visitors that have not been police checked are not left unattended with children. A record of all visitors and volunteers is kept.

### **Staff induction and training**

Every year the Club reviews the training and qualifications of the staff.

At least half of the staff employed hold a childcare qualification equivalent to Level 2. The Play Leader is qualified to Level 3. There is always a qualified first aider on the premises.

All staff receive induction training within their first week of employment. This covers health and safety procedures and child protection.

### **Equal opportunities**

WASPS works in accordance with all relevant legislation including:

- Disabled Persons Acts 1958,1986
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 1989
- Day Care Standards

The club's activities will be available to all children at WASPS club..

### **Employment**

The Club ensures that the best person will be appointed to each job, regardless of race, gender, social background or culture. Commitment to implementing the group's Equal Opportunities policy forms part of the job description for all workers.

### **Admissions**

The Club is open to all children in the community regardless of race, gender or social background. Priority is only given as stated in paragraph 2 above.

### **Specific Needs**

The club is totally committed to a policy of full inclusion. Children with specific needs will be assessed individually and support given where necessary.

Headteacher: Mrs Lucy McNeil    Bursar: Mrs Natasha Alleyne    Play Manager: Richard Lay  
WASPS c/o Haddenham Community Infant School Woodways, Haddenham, Bucks HP17 8DS    tel: 07717 558318  
e-mail: [wasps@haddenhaminfant.bucks.sch.uk](mailto:wasps@haddenhaminfant.bucks.sch.uk)

[www.haddenhaminfant.bucks.sch.uk/website/wasps-care\\_club](http://www.haddenhaminfant.bucks.sch.uk/website/wasps-care_club)



## Resources

These are chosen to reflect a balanced view of the world and to give children an appreciation of the rich diversity of our multi-racial society. Materials are selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory images or messages about any group of people.

## Behaviour

Discriminating remarks and behaviour will not be tolerated. The response aims to be sensitive to the victim(s) and to help those responsible to understand and overcome their prejudices.

## Language

Information, written and spoken, are clearly communicated in as many languages as required. Bilingual and multilingual children and adults are an asset. They are valued and their languages recognised and respected in the club. If a child has particular needs, these are discussed with the parent/carer and child before they start at the club. The club welcomes advice from parents as the expert in supporting the child's needs. Activities and events are adapted to ensure that all children have a chance to participate and benefit from the experience.

The Club encourages staff to undertake specialist training whenever it is available. We work in partnership with local Special Schools that offer work placements to support this training.

## Behaviour management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Rules should remain consistent and age/development appropriate. The children are encouraged to contribute to behavioural guidelines, as ownership is often acceptance. Children are guided to consider the following rules when planning what is acceptable/unacceptable behaviour:

- are dangerous or hurtful or offensive to someone else – children or adults
- are dangerous to the child
- will make the child unwelcome or unacceptable to other people
- damage other people's property

Behavioural expectations are the same for boys and girls and take into account variations amongst cultural and social groupings. Parents are made aware of the club's behaviour policy, any sanctions taken and discussions will take place to ensure that all parties are working together to ensure the child has a consistent environment.

The child will be made aware that it is the behaviour not him/herself that is at fault. Strategies are used to try to avert the problem, such as distraction. Positive behaviour is encouraged and rewarded. Physical punishment is not tolerated under any circumstances. Sanctions include time out or withdrawal of a treat. The club runs a system of yellow cards (first warning) and red cards

Headteacher: Mrs Lucy McNeil    Bursar: Mrs Natasha Alleyne    Play Manager: Richard Lay

WASPS c/o Haddenham Community Infant School Woodways, Haddenham, Bucks HP17 8DS    tel: 07717 558318

e-mail: [wasps@haddenhaminfant.bucks.sch.uk](mailto:wasps@haddenhaminfant.bucks.sch.uk)

[www.haddenhaminfant.bucks.sch.uk/website/wasps-care\\_club](http://www.haddenhaminfant.bucks.sch.uk/website/wasps-care_club)



(final warning). If inappropriate behaviour continues, the club will look at the antecedents as this often highlights the cause. Records of incidents are kept and shared with parents. If, after discussions with the parents and child, the inappropriate behaviour continues, it may be necessary to exclude the child if the safety of others is compromised.

### **Confidentiality**

Parents have the right to access any information that the club keeps about their child/ren. They do not have the right to information about other children attending the club. The club will only discuss information about a child with *their* parents. Information given by parents/carers to the club will not be discussed with other adults without permission. In the case of suspected abuse, the safety of the child is paramount and foremost. In this instance it may be necessary to pass on information to the First Response Team without permission.

### **Quality assurance**

The club is committed to providing a quality service for children and their families, and ensuring that we meet your needs. We welcome feedback from children and families on how we might improve our service.

### **Smoking**

The club has a strict no smoking policy.

**Date agreed:** April 2003

**Date last reviewed:** June 2020