

# All Saints Marsh After School Club

## Mission Statement



All Saints Marsh After School Club aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

### **Aims and objectives**

All Saints Marsh After School Club aims to:

- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment
- Encourage children to take responsibility for themselves and their actions
- Encourage children to develop positive attitudes and respect for themselves and others in an environment free from bullying and discrimination
- Provide a wide range of resources and equipment which can be used under safe and supervised conditions
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals
- Work in partnership with parents to provide high quality play and care
- Work in partnership with All Saints Marsh Primary School and liaise with them to ensure that the club can operate to the highest standard within the School both indoors and outside
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers
- Keep parents and carers informed about changes in the administration of the Club and to listen and respond to their views and concerns
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise
- Employ experienced, well trained staff and offer them appropriate support, training and performance management.
- Comply with the Children's Act 1989, the Childcare Act 2006, and all other relevant legislation

# All Saints Marsh After School Club Acceptable Behaviour Policy Behaviour Code



All Saints Marsh After School Club aims to promote a friendly atmosphere where children are encouraged to value and respect other children, adults and the environment.

All Saints Marsh After School Club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The Club rules are clearly displayed at every session and are discussed regularly.

- Do not leave the clubs designated areas
- No fighting or hurting anyone
- Be kind to everyone
- Do not shout or be rude
- Everyone can play
- Listen to others without interrupting

Unacceptable behaviour includes physical or verbal aggression, disruptive behaviour, discriminatory comments, violation of safety either to themselves, other children or staff and wilful damage to property. If a child breaks the code of conduct the following steps will be taken

**Step 1:** A member of staff will explain that behaviour is unacceptable and give a warning that if repeated the child will have a time out.

**Step 2:** Child will be sent to time out for 5 minutes (cooling off period) and incident recorded

**Step 3:** Parents will be informed

**Step 4:** If 3 incidents occur in a half term period the matter will be referred to the management committee and the child may be suspended for a period agreed by the committee.

In the event of an extremely serious or dangerous incident a child will be suspended from the Club with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child, even if the child normally signs themselves out. Children will not be allowed to leave the premises until a parent/carer arrives to collect them. After an immediate suspension has taken place, the Headteacher will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to the Club. Children will only be suspended or excluded, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk.

When a suspension is over and before a child can return to the Club, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return. Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the headteacher will be notified, and an Incident record will be completed. The incident will be discussed with the parent or carer as soon as possible. If staff are not confident about their ability to contain a situation, they will call the headteacher or, in extreme cases, the police.

In signing this agreement both the child and parents agree to abide by the club's policies

Parents Signature \_\_\_\_\_ Parent Name \_\_\_\_\_

Child Signature \_\_\_\_\_ Child Name \_\_\_\_\_

Date \_\_\_\_\_