

Pictor Hub

Wrap Around Care

Grove Lane, Timperley, WA15 6PH.



For enquiries, or to book your child's place
at Pictor's Wrap Around Care phone Liz
on 01619123082 or Email pictorhub@pictoracademy.org

We offer a high quality afterschool club in a happy, relaxed,
safe environment. We strive to be the best and provide children
with stimulating, fun activities and play experiences.



Club Leaders : Mandy Skelhorn/Ellie Nolan

Administrator: Liz Moczulski

Breakfast/ Afterschool Club Hours and Fees

Breakfast - Monday to Friday 7.30-8.55am £5 per session

Afterschool - Monday to Friday 3.30-6.00pm £10 per session

*Snacks and a Drink will be provided.

Items required for Club

- Warm coat
- Hats
- Sun cream
- All needed for outdoor play depending on the weather.

Notices

- 1 months' notice is needed to permanently amend a session (change, add or cancel)
- 10 days' notice is needed to make a one off amendment (change, add or cancel a session)

Pictor Hub's Wrap Around Care

Policies and Procedures

Throughout the policies and procedures, Pictor Hub Wrap Around Care will be referred to as 'the club'

Vision/Mission

Our mission is to

Provide high quality after school care for children attending Pictor Academy.

Values

- We ensure every child in our care feels valued, secure and safe.
- We offer fun and stimulating play activities that are led in a relaxed and welcoming environment.
- We offer play activities, age and stage appropriate for our children.
- We strive to build positive relationships with parents/carers and share any information relating to their child/ren.

Policy on policies

All policies are reviewed on an annual basis as part of Pictor's self-assessment process. The club leader will ensure that all policies and procedures are current, reflect best practice and implemented effectively.

Admissions

1. All parents/ carers must complete an admissions form before their child/ren can attend the club.
2. Certain confidential information is required from parents/ carers on admission. This information is gathered to
 - Meet the legal registration requirements
 - Identify the child's individual needs and interests

- Deal with emergencies
3. The information on the admissions form is strictly for the childcare staff only.

Booking Process

1. Places for afterschool club need to be booked and paid for in advance. This enables the club manager to arrange suitable levels of staff members to provide quality care.
2. The club has a strict payment in advance rule. Failure to pay fees in advance will result in your child/rens place being withdrawn.
3. All payment will need to be paid through the Parentpay system, the club will set an account up for you at the admissions stage.
4. If your child/ren will not be attending the club the club manager needs to be notified at least 24hrs in advanced. If 10 days' notice is given the fees will be waved.
5. If your child does not attend the club for any reason then a fee still applies and will not be refunded or transferred to another session unless a form has been completed 10 workings prior to the date needed.

Fees

1. Fee rates will be £5 per day for breakfast and £10 per day for afterschool. These fees will be reviewed on an annual basis.
2. All fees **must** be paid before the start of a new half term.
3. Persistent failure to pay fees will result in the withdrawal of the place allocation.
4. Fees must be paid irrespective of whether the child/ren attends the club or not.
5. If a parent/ carer fail to collect their child by 6.00pm an additional £10 will be incurred.
6. If the parent/ carer fails to collect their child by 6.15pm staff will adhere to the 'uncollected child policy'

Accidents

1. All accidents that occur within the provision are recorded on an accident form.
2. All parents/ carers are informed of all accidents and are required to sign the accident form.

3. In the case of a serious accident which requires hospital treatment/advice, a club first aider would accompany the child to hospital. Parent/ carer will be informed immediately.
4. If the accident is a result of unsafe equipment/ surroundings, the event would be logged in the health and safety records and investigated.

Collection of Children

1. Only the parent/ carer who has completed the admission forms will be allowed to collect the child in our care, unless prior arrangements have been made with a member of staff.
2. If prior arrangements have been made for another person to collect. The Parent/ carer must inform the staff of a password that the person will use in order for us to safely hand over the child/ren.
3. The named person collecting must be introduced to ALL members of staff.
4. We only provide care until 6.00pm after school, please see the 'uncollected child policy'

Missing Child

In the event of a child going missing from the premises/ grounds of the club, the following steps will be taken:

- The manager of the club will be informed immediately.
- An initial sweep of the area will be done.
- If the child is still missing the police will be contacted immediately by a member of staff.
- Then the parent/ carers and the Head Teacher of Pictor Academy will also be notified.
- The staff will make sure the rest of the children are safe and supervised whilst the other members of staff continue looking.
- After the event a full report will be compiled and the appropriate risk assessment devised and amended to prevent a similar incident happening again.

Outdoor Play

1. Children have access to outdoor play areas on a daily basis.

2. All children are encouraged to participate in outdoor activities.
3. Parents/ carers are encouraged to provide appropriate clothing for outdoor play and suitable clothing for the weather.
4. During hot/ sunny weather the staff will apply sunscreen to the children for which prior written consent will be sought.
5. In extremely hot/cold weather staff will use their discretion as to the suitability of the outdoor play.

Unwell Child

1. If a child becomes unwell whilst in the club, a member of staff will contact the child's parent/ carer as noted on the admissions form.
2. The staff will ensure the child is comfortable and away from the other children.
3. Prior consent for staff to seek medical advice and treatment will have been obtained from child/rens parent/ carer.
4. In urgent and emergency situations where parents/ carers are not immediately contactable a First aider will assess the child's needs. If the child requires immediate hospital attention an ambulance will be called for. The trained first aider will accompany the child in the ambulance, while the club staff will continue to contact the child's parents/ carers.

Confidentiality

1. Children's records are kept securely in a locked cupboard.
2. All staff work in line with the Data Protection Act.
3. The address and telephone numbers of parents/ carers or any information on children will not be passed onto anyone outside of the setting, except when the duty of care to the child overrides the need for confidentiality.

Medical

1. Parents/ carers are required to provide relevant information regarding the child's medical history on the admission to the club.
2. A regularly maintained First Aid kit is easily accessible to all staff within the club. All staff are made aware of where this is and its contents.
3. Both Team leaders hold full paediatric First Aid Certificates. A qualified first aider is always on site within the setting.

4. If a child becomes unwell whilst in the club, a member of staff will contact the child's parent/ carer as named on the admissions form. (see Unwell Child Policy)
5. In urgent and emergency situations where parents/ carers are not immediately contactable a First Aider will assess the child's needs. If the child requires immediate hospital attention an ambulance will be called for. The trained First Aider will accompany the child in the ambulance, while the club staff will continue to contact the child's parents/ carers.
6. Club staff cannot take responsibility for administering medicines. However, if a child requires preventative medication for example inhalers/ epi pen this would be dealt with on an individual basis and staff training given.
7. If a child sustains an injury whilst in our care, the parent/ carer are requested to sign the accident form which contains the details of the incident.
8. If a child comes into the setting with an injury the parents are requested to fill in an accident form to state that the injury did not happen whilst in our care and sign it.
9. Parents/ carers are requested not to bring children into the setting who may be infectious or very poorly. Staff are authorised to refuse entry to sick children on the following grounds:
 - If the child is receiving antibiotics for illness
 - Where the club manager/ team leader determines that attendance would not be in the best interest of the child/ren.
 - Where other children may be put at risk from infection.

Diseases and Exclusion Periods

Chicken Pox - Five days from appearance of rash

Diarrhoea - Exclude for 48hrs once free from symptoms

Conjunctivitis - None

Gastroenteritis, food poisoning, salmonellosis and dysentery - Until authorised by the doctor

Hand, foot and mouth - None

H.I.V - None

Impetigo - Until skin has completely healed

Hepatitis A - Exclusion may be necessary

Influenza - Until fully recovered

Headlice - None

Measles - Five days from onset of rash

Meningococcal Infection - Until fully recovered from illness

Meningitis (bacterial) - Until fully recovered from illness

Meningitis (viral) - None

Mumps - Five days from onset of swollen glands

Ringworm of body - Seldom needs exclusion

Ringworm of scalp - Until cured

Rubella (German measles) - Five days from appearance of rash

Scabies - Child can return after first treatment

Scarlet fever - Five days after starting course of antibiotics

Shingles - Exclude only if rash is weeping and unable to be cover

Threadworm - None

Tonsillitis - None

Tuberculosis - Until declared free from infection by the doctor

Typhoid fever - Until declared free from infection by the doctor

Whooping cough - 21 days from onset of cough - if taking antibiotics, five days after starting course of treatment

Complaints

1. If a parent/ carer has a complaint they should initially inform the club leader of their issues.
2. The club leader will try to resolve the issue in an informal manner.
3. If the parent/ carer feels the matter needs to be investigated further. The leader will give the parent/ carer a 'complaints procedure form' and ask them to complete in full detail.
4. The club leader will then investigate and try to resolve the issue.

5. If the parent/carer feels this issue has not been resolved they may contact the Head teacher at Pictor Academy (Jacqui Wheble) or contact OFSTED directly on 0300 1234 234.

Uncollected child

1. If a child has not been collected by 6.00pm the staff will phone the named first contact on the admissions form. If no contact is made they will then try the next emergency contact.
2. If by 6.15pm the staff of the club has not made contact with any named people on the child's admission and no arrangements have been made for them to be collected the staff will contact Social Services.
3. Social Services will then decide the appropriate actions that need to be taken.

Smoking Policy

1. The club staff are not permitted to smoke whilst in charge of the children.
2. Smoking is strictly forbidden on the premises.

Safeguarding/ Child protection

1. It is the staff's duty to safeguard all children whilst within their care.
2. If a member of staff suspects that a child is being abused he/she will report their concerns to the designated child protection officer. Staff must be honest with the child at all times and not make the child feel that it is his/her fault. Staff will not make promises they cannot keep. Staff will support and reassure the child through their ordeal. Confidentiality will be a priority and the case will only be discussed on a need to know basis.
3. If a child has an accident/ injury whilst attending the club, the parent/ carer will be notified either immediately or on collection of the child and the necessary paper work signed.
4. If a child sustains an injury whilst **not** in the club, parent/ carers must inform the staff and the necessary paper work completed and signed.
5. All staff will attend training in the safeguarding of children.
6. Information will be shared about concerns with agencies that need to know. The parents/ carers will be involved and notified about the process.
7. All members of staff will hold a DBS check.

8. The named person of safeguarding within Pictor Hub is Mandy Skelhorn - Club leader.

Allegations against a member of staff

1. A full investigation will take place by the club manager if an allegation is made against a member of staff.
2. Depending on the severity of the allegations made, that member of staff may be suspended from duties whilst an investigation takes place.
3. All parties involved will be offered appropriate levels of support during the investigation.
4. OFSTED will be informed of the allegations made immediately.
5. When a full investigation has taken place and been completed, appropriate action will be taken by the club leader.

Whistle Blowing

We encourage staff and others with serious concerns to come forward and voice those concerns about any aspect of the setting's work. It recognises that certain cases will have to proceed on a confidential basis.

Concerns can be raised orally but it is good practise for the concern to be recorded in writing immediately to ensure that all the details are correctly understood. A written allegation should set out the background and history of the concern (giving names, dates and places where possible) and the reason why you are particularly concerned about the situation. It is preferable for you to record this in writing yourself.

Bullying

1. Bullying of any kind is unacceptable within the club. Parents/ carers should be aware that any such incident will be dealt with promptly and effectively. Any person/s that witness any form of bullying or have knowledge of it taking place should inform a member of staff immediately.
2. The age of the children range from three to eleven years old. Any unacceptable behaviour or bullying will be dealt with in a manner that is appropriate for the individual child's level. If a child has a behaviour support plan in school, this will be shared with club staff, with parent/carer permission.

3. Please refer to the 'Behaviour Policy' on Pictor's website.

Code of behaviour

Within Pictor Hub afterschool club we see it as paramount that all parents/ carers, children and staff take into consideration the welfare of others.

It is the responsibility of the club staff and management to ensure a safe, secure, friendly and welcoming environment for all.

Therefore a member of the club staff would intervene if any of the following behaviours were to occur within the provision:

- Offensive name calling or offensive jokes/remarks
- Harassing members of staff
- Intimidating members of staff
- Verbal abuse to members of staff
- Disturbing the play/secure environment
- Refusing to adhere to Pictor Hub's policies and procedures
- Parents who continue to be offensive or abusive to club members of staff will have their child's place withdrawn.

Clothing and Personal Property

1. For cold/ wet days children need to come with a coat, wellies, hat, gloves and scarf.
2. All children's clothes need to be clearly marked with their name.
3. We cannot accept responsibility for loss or damage of any child's clothes or property (including toys). We advise where possible that your child/ren do not bring any personal toys into club.

Food and drink

At snack time we aim to provide nutritious, balanced food, which meets the children's individual dietary needs.

1. The staff will adhere to each child's individual dietary/ cultural requirements and needs as stated on the child's admissions form.
2. We regularly liaise with parents/carers to ensure all records of dietary requirements and allergies are up to date.

3. Information regarding all children's dietary requirements and allergies are recorded and displayed. All members of staff are made aware of the requirements.
4. The club will display a menu for all parents/ carers to access.

Health and Safety

1. The health and safety of all the children in our care is of utmost importance at all times.
2. A daily inspection of the toys and areas will take place. Any damaged or broken equipment will be reported and recorded.
3. Children in the club are never left unsupervised at any time.
4. The welfare and security of the children in our care is paramount and the staff makes sure the children do not leave their care unless they are with the authorised adult.
5. A risk assessment is carried out on the premises daily before the children attend to ensure a safe environment. Any risks will be recorded and reported to the site manager
6. Regular fire evacuations will be carried out, staff will calmly remove all the children from the setting. A member of staff is responsible for registering the children when out of the building.
7. The fire drill procedures are displayed within the setting
8. Staff are requested to adhere to a code of dress with regard to health and safety of the children, for example, suitable footwear and clothes.
9. After eating and playing all the tables are cleaned using an antibacterial spray.
10. After eating utensils and cups are washed and dried.
11. All electrical equipment has been PAT tested.

Inclusion, Equality and Diversity

1. We offer a high standard of quality care, with regard to the inclusion of all children at all times. Children within the club are not discriminated against due to their social class, culture, religion, gender, learning difficulty or special educational/medical needs.
2. Interaction with outside agencies ensures that the appropriate levels of support is received/given to the children who need it.

Management of Behaviour

1. All staff work towards a positive code of behaviour. All staff share the same ethos that the environment we provide should be secure, happy and relaxed.
2. Praise is used constantly to raise the children's self-esteem and sense of self-worth.
3. To aid staff, parent/ carers and children it is essential that clear guidelines are set and understood by all parties.
4. Staff do not use any form of physical intervention, for example holding, unless it is necessary to prevent personal injury to a child, other children or an adult. In which case we follow the strict guidelines of the 'Team Teach' programme. All incidents are recorded and parents are informed on the day.
5. The club leader is responsible for dealing with behaviour management issues and will support other staff members in carrying out the behaviour management procedure.
6. If staff notice the inappropriate behaviour is occurring on a regular basis they will log down all events that have taken place. They will work in partnership with the child's parent/ carer to devise a constructive action plan to help support the child and encourage appropriate behaviour.
 - This will be revised every two weeks to show progress and changes that may need to take place
7. Please refer to the 'Behaviour Policy' on Pictor's website.

Transport

Transport will not be provided at the end of the afterschool session back home. If your child currently get school transport back home, TTP will need to be informed of the days your child is due to stay. Please ring TTP on 0161 912 5055.

