



## 28. Out of School Club Policy



The children attending the Melbourn Out of School Club (MOOS) will be covered by the policies of Melbourn Playgroup. However, it is expected that the staff, the children and the parents at the MOOS Club will respect the ethos and policies of Melbourn Primary School at all times where appropriate. The management of Melbourn Playgroup aim to work together with the staff and Governors of Melbourn Primary School when these policies are reviewed.

The aim of MOOS is to provide space and opportunities for play after school and during the holidays. It is a child-led environment which follows the Playwork Principles. The children are encouraged to choose what they would like to play with, utilising any of the space and resources available to them. We aim to create an environment that will stimulate children's play and provide a wide range of play experiences.

As playworkers, we have many roles when working with children. We are there to respond to play cues by providing further resources or joining in when asked. A good understanding of the play cycle ensures we enhance play rather than stopping or changing it. We encourage and support children to resolve problems and build relationships. We will only intervene if there is a significant danger to children's safety and/or wellbeing. We learn about the children individually; their interests, likes and dislikes so as to be able to respond to their needs and help them get the best out of their time at MOOS.

### **EYFS children at MOOS Club**

Children aged four years to five years at the MOOS Club will be considered to be covered by the Early Years Foundation Stage. Children will be eligible to apply for a space at MOOS once they attend Reception at Primary School. The staff of the MOOS Club will be expected to understand the need to include all these children in its delivery of the EYFS. They will work together with the Reception teachers, and to ensure a continuity of care and safety of all children.

## Child Protection

All children that attend MOOS will be covered by the Playgroup/MOOS child protection policy. The Designated Person is **Nikki Cross**. When deemed necessary information will be shared with the Primary School in accordance with the parent contract. The MOOS staff are all familiar with this policy and to take part in any training necessary to ensure their knowledge remains up to date

## Collection and walking home alone

Anyone collecting a child from the Out of School Club must be aged 16 or over and be on the list of those allowed to collect. Written permission must be given if a parent wishes a child to be collected by someone under this age (i.e a sibling). Children in Years 5 & 6 may be allowed to walk home alone, if parents request this and give written permission. This will be considered on an individual basis and will be at the management's discretion.

## Exclusion

Out of School Club will deal with negative and inappropriate behaviour by using constructive behaviour management techniques.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our Behaviour Management policy.

Where a child behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents. These incidents will be recorded as and when they happen.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. ***Issue of a third formal warning will result in up to 5 sessions' suspension from Out of School Club. (Duration to be at the discretion of the Manager.) On return after suspension any further incidents of inappropriate behaviour will result in permanent exclusion from MOOS (see below).***

4. Details of formal warnings, suspensions and exclusions will be recorded on an Incident Log and kept in the child's records.
5. All formal warnings will be discussed with the child's parent/carer.
6. All staff will be informed when a child is given a formal warning.

Staff will inform the manager if they believe that a child's behaviour warrants **immediate** suspension or exclusion **and/or if a third formal warning has been given**. Immediate suspension can be made at the discretion of the Manager, in exceptional circumstances.

We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies; this may include seeking funding for additional support.

#### **Permanent exclusion**

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting. If a child is excluded from MOOS, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right to appeal to the leader/management committee against the exclusion within 14 days of receiving written notification of the exclusion.

This policy was adopted at a meeting of	Melbourn Playgroup and Out of School Club CIO Management Committee
Held on	25/2/19
Date to be reviewed	2018-19 cycle
Signed on behalf of the management committee	
Name of signatory	Lisa Bamber & Jane Shepherd
Role of signatory (e.g. chair/owner)	Co - Chairs