

Melbourn Out of school club - MOOS

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 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.

Child Protection

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

Collection from Primary School

Each class teacher has a list of children in their class that attend MOOS. At the end of the school day, prior to the other children leaving, a member of MOOS staff will collect children in years 3 and 4 from their classroom and accompany them to MOOS.

With parents permission, children in years 5 and 6 will walk over to MOOS independently.

A register will be called once the children have been brought over. If a child is not present, a member of MOOS staff will phone the school office to confirm if the child was in school that day. If they were, a member of MOOS staff will go to their class and check the child's whereabouts. If they are not located, parents will then be telephoned to see if they have collected their child.

Collection at the end of the day

Anyone collecting a child from the Out of School Club must be aged 16 or over and be listed on our registration form. In exceptional circumstances, if another person is required to collect, parents must contact MOOS to say who will be collecting.

Walking home alone

Children in Years 5 & 6 may be allowed to walk home alone, if parents/carers request this. Parents must read our policy and sign the form to give written permission.

Late Collection

- Late collection occurs when a parent/carer does not collect their child by 6pm. If the parent/carer has an emergency whereby they are unable to collect their child by 6pm a member of the MOOS staff must be informed.
- We do appreciate that emergencies happen and we will do our best to support parents/carers.
- If parent/carers are later than the agreed collection time they will be charged to the next payment increment. Parents/carers who arrive between 6.00 – 6.15pm will be charged an extra £10. If they arrive after 6.15pm they will be charged £15.
- Persistent late collection (more than three times in any half term) will result in possible suspension of a child from MOOS for their next two sessions. Continuation of persistent late collection as above, may result in loss of place at MOOS.

Uncollected child

If a child is not collected by 6pm we follow the following procedures:

- Parents/carers are contacted at home or work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the registration form are contacted.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we contact our local authority children's social services care team.
- The child stays at setting in the care of two members of staff until the child is safely collected.
- Under no circumstances does a member of staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed.

Behaviour

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.

Exclusion

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. They will be discussed with parents, who will be asked to sign the form and given a copy.

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 will be at the discretion of the Manager/s.) 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.

Staff will inform the manager/s 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/s, 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	19 th November, 2024
Date to be reviewed	Annually and when necessary
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	Trustee