

ABOUT US

Triangle After School Club (TASC) was founded in September 1997 by Liss Community Association (LCA) with the aim to provide high quality, affordable out of school hours care. It is a non-profit making facility employing a team of qualified staff with the support of volunteers all of whom have relevant police checks. The club is registered with the local authorities and is inspected regularly by Ofsted. Our Ofsted registration number is 509518 and the current inspection report can be viewed at www.ofsted.gov.uk

We are non-denominational, fully inclusive and promote equal opportunities throughout the setting. TASC provides a "walking bus" service between Liss schools and the Triangle. Fruit and drinks are served on arrival at the centre in line with government guidelines. It is well resourced providing a wide variety of activities including arts/crafts, role play, construction, small worlds play and physical activities e.g. indoor football. When weather permits we have use of a small playground where children can experience various outdoor pursuits.

With the support of adults, children are encouraged to be self motivated and choose their own activities. A small library is on hand to support children with their homework or if they just want to unwind with a book.

TASC encourages children to take a part within the wider community by annually producing art work for the LCA art exhibition, taking part in the Liss Horticultural Summer Show and liaising with Liss Historical Society on a variety of projects. The children's work is displayed along side that of the local art community.

Opening times: 3.15pm-6pm weekdays (school term time)

The cost of sessions is reviewed annually.

Club Supervisor Sandy Turner can be contacted:
07504997166 1pm-6pm weekdays (school term time only).
01730 301000 Leave a message at the Triangle office.
Or email triangleafterschoolclub@gmail.com

TERMS & CONDITIONS OF BOOKING

We require at two weeks notice to cancel a child's place. If notice is not given we reserve the right to charge. We will be as flexible as we can be by changing the days if possible. Refunds will only be given in extenuating circumstances. We reserve the right to charge for extra childcare provided by our staff if a child is collected late.

If a carer is 10 minutes late at the end of the evening we reserve the right to charge £5 for every 10mins, per child, after 6pm. (please read late collections policy)

Invoices for each half term are issued at the start. 50% of the invoice is due immediately and the remaining 50% is due on the date stated on the invoice. TASC reserves the right to discontinue care if payments are overdue.

TASC reserves the right to levy a charge equal to the booked hours if an ad hoc booking is cancelled without the required notice. The ad hoc charge will be increased to a full session charge when the booking exceeds 1hr 10mins. Payment for adhoc sessions should be settled when the child is collected that day. Any deviation from this is at the discretion of the Supervisor.

The Trustees of the Community Association is the body legally recognised by Ofsted as being responsible for the Club but the actual organisation and running of TASC is delegated to the Supervisor, Mrs Sandra Turner. To assist, the Association employs two assistant supervisors, and they in turn, are supported by a team of volunteers. All personnel have been subjected to the necessary police checks, and no member of staff or volunteer will be employed if they have a criminal record.

TRAVEL TO THE TRIANGLE FROM LISS SCHOOLS

All children and staff wear safety vests and walk to the Triangle using the safest possible route. The safety of the children is paramount. Two adults [and usually three] will walk with them at all times, one at the front and one at the rear of the group. If a child absconds en route the following procedure is adopted

- If it is a younger child, one adult will follow and lead the child back to the group with gentle persuasion.
- If it is an older child and they are out of sight or will not be persuaded to rejoin the group the remainder of the group will continue to the Triangle as normal. The group leader will then telephone the parents immediately.

- If they are unavailable the police will be informed.

Please ensure your child has the right shoes and coats for wet days.
No umbrellas. All children must be able to carry their own luggage.

TASC SAFEGUARDING POLICY

This policy runs simultaneously with Liss Community Associations
Safeguarding Children Statement of Intent.

TASC fully recognises its responsibilities for child protection.

Our policy applies to all staff, Trustees and volunteers working within the
setting.

There are five main elements to our policy:

- to ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- to raise awareness of child protection issues and equip children with the skills needed to keep them safe
- to develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- to establish a safe environment in which children can play and develop.
- to provide staff, trustees, and volunteers with an induction process which informs them about child protection practices and procedures, including guidelines for the avoidance of unnecessary contact and unfounded allegations

Method of Achievement

We recognise that, because of their day-to-day contact with children, staff are well placed to observe the outward signs of abuse. TASC will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ensure children know that there are adults within the setting whom they can approach if they are worried

- include opportunities in the personal, for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and Children's Services, and take account of guidance issued by the DCSF to:

- ensure we have a designated senior person (CPL0) for child protection who has received appropriate training and support for this role
- ensure we have a nominated Trustee responsible for child protection
- ensure every member of staff (including temporary and supply staff and volunteers) and the Trustees, know the name of the designated senior person responsible for child protection and their role
- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection
- ensure that parents have an understanding of the responsibility placed on TASC for child protection by setting out its obligations in the School Prospectus
- notify social services if there is an unexplained absence of more than two sessions, after liaising with the appropriate school , of a young person who is on the child protection register
- develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences
- keep written records of concerns about children, even where there is no need to refer the matter immediately
- ensure all records are kept securely, separate from the main files, and in locked locations
- encourage staff and volunteers to share information openly and sensitively when they have concerns about the child protection practices of colleagues
- ensure that every member of staff receives appropriate levels of training to fulfil their child protection responsibilities effectively

- ensure all records of concerns or allegations about staff are kept securely in locked locations
- follow LA procedures where an allegation is made or a concern exists against a member of staff or volunteer
- Keep written records of all concerns about or allegations against members of staff, volunteers, or other adults in the community centre environment.
- Share in an appropriate way all such information about staff or volunteers, including references given to potential employers or other settings.
- Ensure safe recruitment practices are always followed, including all required pre-employment checks.
- Staff and volunteers are all police checked. After 3 years they will be asked to sign a declaration to the fact that within this time they have not committed a criminal offence. They are also aware that positions held at T.A.S.C. are exempt from the Rehabilitations of Offenders Act of 1974.

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school and TASC may be the only stable, secure and predictable element in the lives of children at risk. When at TASC their behaviour may be challenging and defiant or they may be withdrawn. The club will endeavour to support the child in an understanding and non-judgmental manner.

The health, safety, and well-being of every child are the primary responsibilities of TASC. Every child has the absolute right to protection regardless of age, gender, race, culture or ability, and to feel safe, and we are fully committed to all measures to ensure this.

COLLECTION OF CHILDREN

Collection of children can only be made by adults who have been nominated by parents on their registration form. TASC should be informed by letter if the arrangements need to be changed. TASC should be informed about anyone who does not have legal access to the child

Procedure for late collection is as follows:

- If parents/carers have not made contact we contact them.
- The child will always be cared for by two members of staff.

- If contact cannot be made with the parent/carers or named carers and staff are no longer available to provide care the duty social services team will be informed. A full report will be submitted to Ofsted and the local authorities.

Duty Social Services Team
 Havant/Petersfield
 Town End House,
 Po Box 61,
 East Street,
 Havant,
 PO9 1UB
 02392 471644

Ofsted
 Piccadilly Gate
 Store Street,
 Manchester
 M12 WD
 030 0123 1231

We reserve the right to charge for extra childcare provided by our staff. Charges shown on page one of this document.

All children must be signed for in the day book by the parent/carer or nominated adult when the child leaves the Triangle. The time of departure will be added.

BEHAVIOUR MANAGEMENT POLICY

TASC has adopted a 'time-out' approach for severe misbehaviour. Situations are dealt with calmly and fairly by staff who will not 'take sides'. If there has been a serious behavioural problem parents will be consulted the same day by the Supervisor either in person or by telephone.

TASC reserves the right to exclude any child who is a danger to themselves, other children in its care or to staff. They also reserve the right to exclude children who are unable to adhere to the rules of the club.

TASC has adopted a zero tolerance to staff abuse and reserve the right to exclude any child who physically abuses any member of staff.

Physical restraint, such as holding, will only be used in extreme cases to prevent injury to other children and members of staff. This will be recorded in an incident book and be signed by the supervisor. This will be shown to the parent of the child involved, who will be asked to sign to show they have been informed.

Members of staff are encouraged to praise good behaviour and help children see what is wrong with unacceptable behaviour.

Bullying, physical or verbal, will not be tolerated by TASC. Persistent bullying is taken very seriously. A plan of action will be taken:

- Intervention to stop the child from harming the other child or children.
- Reassurance to the child who has been bullied.
- Explanation to the child who has bullied that their behaviour is inappropriate and helps them to say sorry for their actions.
- Inform parents on both sides and explain how we are handling the situation.
- *"Being good doesn't make children happy, but being happy makes them want to be good"*

With this policy we seek to work in partnership with parents to ensure the safety and well-being of every child and to provide a clear, consistent and robust approach to bullying. The effectiveness of the policy will be continuously monitored by the manager and the Trustees in consultation with the staff, using information provided by observations, documentation and discussions with children and parents. The manager will report to the Trustees on its implementation.

HEALTH & SAFETY POLICY

We will:

- ensure we have a designated senior person for Health and Safety who has received appropriate training and support for this role
- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff and all other persons as applicable, on matters affecting their health, safety and welfare
- Provide and maintain safe equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements

- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Ensure no child will leave the room unattended.
- Ensure there will be two adults, minimum, on duty at one time. Whilst adhering to the government guidelines.
- Ensure that drinks and fruit given to the children on arrival at the centre are compatible for their dietary needs. Parents if the wish can send with the child an alternative menu. If certain foods are served during celebrations and festivals all children's medical forms will be checked for food allergies.
- Fire drills will be held regularly, at least once a term for each 'day' group. These will be recorded in the book held for that purpose by the Centre, and subject to inspection by the Fire Officer and Ofsted.
- Fire drills are explained to new staff and children.
- A risk assessment is carried out before each session, with checks being carried out on the fire doors to make sure they are not blocked.

EVACUATION PLAN

On the hearing of the sound of the fire bell children will exit from the nearest fire exit and will line up by the wall outside the annexe door. The register will be called and a risk assessment taken. Depending on risk assessment outcome the group will move in an orderly fashion to:

- The car park opposite Ampella Heating Engineers.
- Or the enclosed garden of 2, Willow Road.

Parents will be informed if safe access is not available to the Triangle.

PERSONAL HYGIENE

To help prevent infection adults will ensure the following good practice:

- Hands are to be washed before sitting down to eat.
- Hands washed after using the toilet.
- Encourage children to shield their mouths when coughing and sneezing and use the paper tissues which TASC provides.
- The correct disposal of bodily fluids with use of rubber gloves, which are to be disposed of in sealed bags.

FOOD SAFETY

TASC will provide a choice of fresh fruit and healthy drinks daily adhering to the government guidelines. Parents have the right to provide their child with a healthy option. (No sweets, crisps or unhealthy snacks please)

TASC reserves the right provide alternative food on celebration days. Parents will be informed following health and safety guidelines

ACCIDENTS & FIRST AID

We have a designated senior person for First Aid, who has received appropriate training and support for this role. Our first aid kit and bodily fluid spillage kit are updated when necessary.

A practitioner qualified in first aid will be present at each session to deal with incidents resulting in injury. Approved First -Aid equipment is accessible within the Triangle and out of the reach of children. This is checked at least monthly by the supervisor or more often if necessary.

If the accident is minor, parents will be informed on arrival at the Triangle. If the Accident is major the parents will be informed immediately by telephone. If they cannot be contacted, the child's doctor will be informed and the necessary action taken. A member of staff will go with the child if they need to go to hospital. Parental permission is gained on admission forms.

Parents will be informed if their child is taken ill while in the care of TASC Details of all accidents/ incidents and the action taken will be recorded in a book kept for that purpose. Parents will be asked to sign the First- Aid book when collecting their child. The Supervisor or deputy will also sign the book. The more serious accidents reported to the Health & Safety Executive (HSE)in compliance with RIDDOR ,the Children's Services Health & Safety Team and Ofsted.

An existing injuries book is kept on the premises all staff know how to access it and use it. Parents will be asked to sign if their child has been recorded in it.

Medicines can only be given with parental permission (gained on admission forms). If medicine is given it must be recorded on a form provided and signed by the club supervisor and the child's parent. No child will be allowed to take any non-prescription medicines.

Government guidelines to returning to setting after illness see Appendix A

MAJOR INCIDENTS

Where a major incident occurs, TASC will ensure that the necessary steps are taken to maintain and safeguard the wellbeing and safety of all persons on the premises.

Major incidents may include, but are not limited to the following:

- Death of a child/ member of staff/ volunteer or parent.
- Fire.
- Vandalism/burglary.
- verbal/ physical abuse of a member of staff, parent/ visitor/ volunteer.

Death of a child/ member of staff/ volunteer or parent.

In the event of death at TASC the following procedure will take place.

- Inform the police
- The parents or next of kin will be contacted as soon as possible.
- All children at TASC will be appropriately cared for and kept calm.
- Additional staff will be called in if necessary to support already present staff and children
- The date time and circumstance will be recorded as a major incident.
- Ofsted will be informed as soon as possible
- The health and safety executive will be informed in compliance with
- RIDDOR.

Fire

In the event of fire TASC will follow procedures set out in the fire section of the TASC Health and Safety Policy.

Burglary and Vandalism

The after school club operates in a community centre from a locked classroom, which cannot be entered without permission. We are a pack away setting and at the end of each session all paperwork and equipment are locked away in a secure cupboard. Cash is not left on the premises. In the event of burglary and vandalism the police and centre manager will be notified immediately. The person in charge will:

- Record description of all items stolen or damaged, the date the time and any relevant details including details of the police visit.
- Record crime number given by the police.
- Secure TASC paperwork and equipment.

Verbal/ Physical Abuse

Verbal/ physical abuse towards any member of staff, parent, volunteer or visitor will not be tolerated under any circumstances.

In the event of an assault the police and Ofsted will be notified as soon as possible.

Verbal abuse towards any person will not be tolerated. Should a person become abusive all attempts to calm the situation shall be made.

If a person continues to be verbally abusive then that person will be asked to leave the premises.

If a person refuses to leave the premises the police will be contacted.

The children will be cared for in appropriate safe place away from the incident. If necessary extra staff will be called in to support the staff and children already present. The incident will be recorded detailing the time date nature and circumstances around the incident the names of any person /persons involved and/ or any witnesses and whether injury has occurred.

NB If a child has sustained an injury the procedures outline in the safeguarding policy will be followed and Ofsted and the local safeguarding authority will be informed.

CRITICAL INCIDENTS

In the event of a critical incident that results in the closure of TASC the emergency closure procedure will be as follows:

- Inform Ofsted
- Inform Local Social Care Team 0845 603 5620
- Inform insurance company
- Update Local SFYC Office 01252 3950 95
- Update and debrief the staff team
- Write a factual report using clear, specific language giving facts about what happened
- Review procedures to see if we can learn anything from the incident
- Consider counselling as necessary insurance company, local doctor and SFYC can be able to support you
- Access the on-going risk it recurring again.

DEALING WITH THE DEATH OF A CHILD OUTSIDE THE SETTING

In the sad event that TASC is notified of a child's death there can be on going actions and issues to be addressed. These include distress of staff, children, parents and volunteers. Social care or police investigations may take place and employees may have to deal with high media interest. Long term training needs for all staff will need to be identified. There is no duty to contact Ofsted or social care however, if we are concerned that the incident is a child protection issue we will follow TASC Safeguarding and child protection policies.

Actions following the incident

- Inform local SFYC office on 01252 3950 95 for support.
- Consider counselling for staff
- If you are required to give a statement to the media contact centre manager and trustee attached to TASC for LCA procedures. To ensure consistency all staff to provide same information.
- Contact all parents to ensure they hear about the incident directly from you and try to ensure they are given the same information. SFYC office will be able to give advice. SFYC headquarters Winchester 01962 847070

INTERNET POLICY

On the rare occasion a child has access to the internet they will do so under strict adult supervision. Computers are only used for homework purposes when requested and there are enough staff on duty to supervise.

MOBILE PHONE POLICY

Only TASC mobile phones may be used within the provision.

No member of staff, volunteers, parents or children may use mobile phone cameras within the setting.

Parents are requested not to use their phones on the premises as are staff and volunteers.

PHOTOGRAPHIC POLICY

No still image of a child will be on display within the centre or released to the local press or media without parental permission. All names will be withheld.

No moving images of a child will be allowed to be taken within the setting or released by the media without permission from parents.

No images of children taken within the setting will be permitted to be displayed on the internet.

All parents must sign an agreement form whatever their views.

PLAY POLICY

The Law.

"The right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts"

(Article 31 The United Nations Convention on the Rights of the Child, 1989 ratified by the UK government in December 1991)

Our Policy

We believe that play is freely chosen, personally directed, intrinsically motivated behaviour that actively engages the child. Play can be fun or serious. Through play children can explore social, moral, and imaginary worlds and their relationships within them, elaborating all the while a flexible range of the responses to challenges they encounter. By playing children develop as individuals and as members of the community.

To demonstrate our commitment to the value and importance of play TASC will:

- Ensure that every child will receive equal access to good play opportunities irrespective of gender, background, cultural or racial origin, or individual ability.
- Provide a safe, nurturing environment to foster children's development, creativity, knowledge and understanding aiming to enhance their self-esteem, social interactions and independence.
- Ensure the voices of children and parents are listened to within the setting when obtaining resources.
- Ensure children have the freedom of expression in play within the setting. Recognising their need to explore boundaries whilst learning respect for others and the settings environment.
- Ensure practitioners will value children as individuals and support them within the setting. They will recognise that play and creativity is something children do very well on their own and see this as a crucial factor in enriching their experience whilst enhancing their learning.

EQUAL OPPORTUNITY AND RACE EQUALITY PURPOSE.

To ensure we do not discriminate against anyone, be they staff or children, on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins. This is in line with the 1976 Race Relations Act and subsequent acts, and covers both direct and indirect discrimination.

Method of Achievement

- We promote the principles of fairness and justice for all through the activities that we provide in our school
- We ensure that all children have equal access to the full range of play opportunities provided by the school.
- We constantly strive to remove any forms of indirect discrimination that may form barriers to play.
- We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve
- We challenge stereotyping and prejudice whenever it occurs.
- We celebrate the cultural diversity of our community and show respect for all minority groups.
- We are aware that prejudice and stereotyping is caused by low self image and ignorance. Through positive play experiences and support for each individual's point of view, we aim to promote positive social attitudes and respect for all.

Race Equality

It is the right of all children to receive the best quality of play the club can provide, with access to all activities organised by the club. We do not tolerate any forms of racism or racist behaviour. Should a racist incident occur, we would act immediately to prevent any repetition of the incident. We make our club welcoming to all minority groups. We promote an understanding of different cultures through the art and craftwork created by the children, and we reflect this in the displays of work shown around the centre.

It is the manager's role to implement the school's equal opportunities and anti-racist policy and s/he is supported by the Trustees in so doing.

It is the manager's role to ensure that all staff are aware of the school policy on equal opportunities, and that staff apply these guidelines fairly in all situations.

Special Needs Equality

We will do our best to provide the care required after consultation with the parents/ carers and any other relevant advice-giving agency (Disability Information Service, Social Services, Ofsted etc.).

All children will be encouraged to take part in activities which aid their individual development.

The needs and progress of children with special needs will be monitored by our Special Needs Co-coordinator and Equalities Named Co-ordinator .

We work closely with parents/ carers to ensure that:

- The knowledge and expertise of the parent is fully drawn upon in planning provision.
- Staff taking advice from accredited agencies and the parents/ carers will draw up an individual learning plan.
- The child's achievements and progress are shared with the parents/ carers each time they attend and, if necessary or requested by parents or other professionals, will be written down.

SHARING OF INFORMATION POLICY

TASC believes sharing information between practitioners and parents is essential.

All practitioners will comply with the Data Protection Act 1998. However this will not be seen as an obstacle when:

- We have particular concerns about the welfare of a child.
- Disclosing information to social services or other professionals.

EARLY YEARS POLICY

TASC will liaise with Liss Infant School reception year staff to enhance their deliverance, to children, of the foundation stage.

Individual observations and records of the reception children in their care will be kept and shared with parents and other relevant professionals.

We encourage all our reception children to be able to approach any member of staff to enhance their enjoyment of their time within the setting.

Complaints

If you have any reason to complain about TASC you should:

- Resolve the problem with the Supervisor. If this is impossible:
- Contact the chairperson of Liss Community Association at The Triangle Centre, Mill Road, Liss, Hampshire, GU33 7DX. If this is impossible:
- Contact Ofsted, Picadilly Gate, Store Street, Manchester, M12 WD 03001231231
- All complaints will be logged and a copy given to any parents and any concerned parties within 28 days.

If a member of staff or volunteer is dismissed from TASC because of misconduct towards a child, we will contact the Department of Health so their name can be added to the List for the Protection of Children and Vulnerable Adults.

TASC adheres to the following legislations:

Data Protection Act 1998

Sex Discrimination Act 1975

Disability Discrimination Act 1995

Human Rights Act 1998

Race Relations Act 1976 & 2000

The Children Act 1989 & 2004

Every Child Matters

United Nations Convention on the Rights of the Child 1989 (ratified in the UK 1991)

Government guidelines on when to return to setting after illness

<u>Disease</u>	<u>Exclusion Period</u>
Chickenpox	for 5 days after rash appears.
Conjunctivitis	None.
Diarrhoea & vomiting	Unit free of symptoms for at least 24 hours.
Hand foot and mouth	None.
Hepatitis A	For 5 days after onset of jaundice.
Impetigo	Until lesions are crusted or healed.
Measles	For 5 days after rash appears.
Meningitis	Duration of illness.
Mumps	For 5 days after onset of swollen glands.
Ringworm	None - proper treatment by GP is important. Scalp ringworm needs treatment with an oral antifungal.
Rubella (German Measles)	For 5 days after the onset of the rash.
Scabies	Until treated.
Scarlet Fever	For 5 days after commencing antibiotics.
Threadworm	None.
Tuberculosis	CCDC will advise on necessary action.
Whooping cough	For 5 days after commencing antibiotics.