

**St Josephs After School Club**

**Statement of purpose**

**2022-2023**

Under the Regulation and Inspection of Social Care (Wales) Act 2016

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| Section 1: About the provider  |
| Service provider | *Out of school care* |
| Address of service provider | * St Josephs School

Brackley Avenue Colwyn Bay LL29 7UU |
| Legal entity | Individual [ ]  |
| Limited company [ ] Public limited company [ ] Limited liability partnership [ ] Charitable company [ ] Charitable incorporated organisation [ ] Other corporate body [ ]  |
| Committee [x] Charitable trust [ ] Other unincorporated body [ ]  |
| Local Authority [ ]  |
| Local Health Board [ ]  |
| Partnership [ ]  |
| Responsible individual | James Wilkinson |
| Manager of service | Stephanie Willey  |
| Name of service | St Josephs After School Club |
| Address of service | St Josephs SchoolBrackley AvenueColwyn Bay, LL29 7UU |

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| Section 2: Description of the location of the service |
| 1. Adoption, fostering, adult placement and advocacy services

*North Wales* |

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| Section 3: Range of needs of the individuals for whom the regulated service is to be provided |
| 1. Range of needs we can support
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| Individual needsAt St Josephs After School Club we aim to cater for each child’s individual needs. In order to do this we aim to work closely with parents. Before your child begins After School Club, if the parent wishes, they may visit us and discuss and particular needs or preferences that your child may have. We welcome their comments and any additional information they may provide to enable us to provide a good level of care for their child.Additional Learning needsSt Joseph’s After School Clubaims to have regard to the National Assembly for Wales Code of Practice on the Identification and Assessment of Special Education Needs, and to provide welcome and appropriate activities for all children.* Children with Special Needs are admitted to our After School Clubafter close consultation between parents / carers, to make sure that we have the required resources and personnel to take care of their needs.
* Our systems of observations and record keeping, which operate in conjunction with parents / carers enables us to monitor children’s needs and progress on an individual basis.
* We aim to work closely with other professionals and outside agencies to meet the children’s specific needs.
* We aim to ensure that staff attend relevant training courses, when appropriate.
* Facilities within the building are available:
	+ To allow the provision of private, intimate care if required.
	+ To allow access to all areas of the building and grounds for children with additional learning needs or disabilities.

**Partnership with Parents**We believe that it is important to keep parents well informed. Parents are given an information leaflet prior to entry to the After School Clubgiving essential details and contact information. A copy of our policies and procedures is also available within the After School Club which parents are asked to read.Parents are kept informed by the After School Club Noticeboard or verbally of all events and activities which take place in the After School Club. On a day to day basis staff members keep parents informed of any significant events or changes in behaviour. Parents are encouraged to discuss any concerns or relevant information before or after After School Clubsessions. Staff are fully aware of the need for privacy and confidentiality about matters concerning families and children and to work closely with them to meet the needs of their children. |
| 1. Age range of people using the service
 | *4-11 years* |
| 1. Gender of people using the service
 | *Male and Female* |
| 1. Domiciliary support, fostering, adoptions, adult placement and advocacy services only.
 | *75* |

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| **Section 4C: How the service is provided (advocacy services only)**We believe that starting After School Club should be a happy time for both you and your child and therefore we aim to foster close relationships between staff, children and parents.St Joseph’s aims to provide a happy, caring atmosphere in which your child can continue to develop individually within a safe and stimulating environment.We aim to provide quality childcare, after school during term time at St Joseph’s.Our Mission Statement is that adopted by St Joseph’s School. At its heart is a belief that Christ and the message, which the church received from Him, must be the foundation of our whole life.**Opportunities for Play and Learning**At St Joseph’s After School Club we offer a range of activities which help children with their emotional, physical, social, creative, intellectual and language development. Activities and play opportunities are planned to meet the individual needs of the children and promote their welfare.We encourage the children to be confident, independent and to develop their self-esteem. The children will work on a variety of themes throughout the year. Children will have the opportunity to complete a range of activities linked to the themes and will learn about different cultures. The children have become involved in the planning of activities within the club. They are given the opportunity to suggest activities they might like to undertake and where these are suitable to the range of needs within the group, the staff try to implement requests. We value the ideas of the children in our care and wish to actively encourage them to explore their full potential.Daily routine ▪️Open 3:20pm - 5:30pm▪️Registration / Welcome (news time/show and tell) -10 minutes▪️Snack time 15 minutes▪️Activities - Rest of session        -Outdoor - access to playgroups / Sports equipment        - IT - iPads/chrome books        - Games in the hall        - Crafts activities        - Cooking        - Other assorted play activities BehaviourAt St Joseph’s After School Clubwe aim to create an environment that encourages acceptable behaviour. In line with our Mission Statement we believe that each child has a unique worth which must be nurtured and respected.We encourage each child to grow in confidence, self-awareness and sensitivity to the needs of others.We aim to develop in all children a sense of self-worth and respect for those around them.We believe that at all times children should be treated fairly, with kindness and respect. We will ensure that the handling of behaviour is consistent and developmentally appropriate, reflecting individual children’s level of understanding and maturity. St Joseph’s After School Club Bullying PolicyAll children deserve to be part of a community, which is free from humiliation, oppression and abuse. Every person who is a part of this After School Club has a responsibility to take action to care for each other.Bullying can be persistent. It is the deliberate, unjustifiable and unprovoked use of force. It causes physical, emotional or mental hurt to the victim. It violates a person's freedom and rights.It can be perpetrated by an individual or a group.Although identification of bullying depends of the specific context of the behaviour, examples include: Hair pulling, mimicking, blackmailing, pushing people, saying horrid things about family, clothes or appearance, name calling, kicking, hitting, spreading rumours, damaging someone's property, excluding people.Children's definition of bullyingA bully is a person who makes life hard for others by deliberately picking on them for no reason. This happens not just once or twice but many times.It can be hitting, kicking, hair pulling and other things that hurt the body.It can be spreading rumours, name calling or threatening to hurt you inside and make you afraid. Bullying is nasty.People will get hurt if there is a bully around.In terms of the community at St Joseph’s, bullying is detrimental to the ethos of the school and the After School Club and therefore against everything we are working towards.Positive Strategies1. We are committed to a whole community approach against bullying and we will use the appropriate strategies, rewards and sanctions set out in the policy to raise awareness of the issue and deal with incidents.
2. After School Club practice and curriculum will be positively used as a vehicle for raising awareness and understanding of the concept.

We will: * teach children to work and play co-operatively
* teach about cause and effect and rights and responsibility
* teach children that you don't lose face if you apologise
* teach children to examine their own behaviour to see if it is provocative.
1. Staff will identify potential victims of bullying and try to help them to be more assertive.
2. We will use carpet time to communicate our message.

5 We will endeavour to encourage purposeful activities outside the classroom environment eg; co-operative play/games etc. 6 We will implement positive interventions wherever possible, for example:* Seeing the opportunity for teaching and learning within the misdemeanours.
* Making the steps clear, being persistent and consistent, sharing responsibility and giving clear messages of our vision.
* Seizing opportunities to reward co-operative behaviour.

RewardsPraise: Highlight positive behaviour and set achievable goals.Encouragement: Acknowledge children and positive actions in carpet time. Sanctions Immediate: * Apology to victim
* Report to After School Club Supervisor
* Parents notified
* Possible loss of privileges

If bullying re-occurs:* Involvement of parents
* Behaviour contract/including parents

MonitoringIncidents will be recorded in the Incident Book. A record of any letters to, or contracts with parents, will be kept to allow simple monitoring proceduresImplications for Staff:Staff need to:* be prepared to find time and listen to children and take them seriously in a way which won’t lead to them being humiliated or embarrassed
* look out for possible bullying behaviour and be aware of bully hotspots. Establish routine opportunities for children to talk about bullying.
* include teaching about positive behaviour through the curriculum and at carpet time.
* implement the rewards and the sanctions as quickly as possible.
* recognise that we, as staff, sometimes need help and seek it if appropriate.
* examine our own behaviour to make sure we are not bullying pupils, colleagues, parents, etc.
* encourage collective responsibility to ownership of the problem.

Implications for ParentsParents need to:* Contact school if you are aware or suspect bullying is taking place.
* Encourage children NOT to be aggressive with other people.
* Support the school if further action needs to be taken.

Implications for PupilsPupils need to:* Trust staff to take action if being bullied.
* Tell staff if you are being bullied.
* Try to be helpful and kind to other people at all times.

Implications for ManagementManagement needs to:* Establish and maintain an effective two-way reporting system with After School Club supervisors.
* Upkeep and monitor incidents of bullying and recording systems.
* Communicate with parents and staff.
* To instigate the policy review and make sure it does not get forgotten.

Health CareAt St Joseph’s After School Club we aim to promote the good health for children by:1. Providing a clean and safe non-smoking environment for staff and children.
2. Ensuring all staff are aware of up to date hygiene procedures through attendance on relevant courses.
3. Ensuring food preparation and handling complies with food safety and hygiene regulations.
4. Equipment used within the After School Club is clean and protected from contamination where necessary.
5. Encouraging the children to learn about personal hygiene through the daily routine.
6. Ensuring staff are trained in First Aid procedures.
7. Ensuring that all accidents are recorded in the accident book and that parents are informed of the incidents.
8. Ensuring that in the event of a child falling ill in our care then the parent/carer will be contacted and asked to collect the child as soon as possible.
9. Ensuring that in the case of a serious accident or illness occurring whilst a child is in our care, then the parent/carer will be contacted immediately along with the medical profession and the appropriate action taken. In the unlikely event of the parent not being available, we will, if necessary, accompany the child to hospital along with all relevant details provided by the parent, with the admission, personal details document.
10. Ensuring that the person responsible for replenishing the First Aid box is informed of any short fall.
11. Following the recommended procedures and incubation/exclusion period for infectious diseases as published by the Department of Public Health. These will be available for reference in the After School Club Policy and Procedure File.

Equal OpportunitiesWithin St Joseph’s After School Club we value and respect the different racial origins, religions, cultures and languages of the children in our care, their families and carers. Each child will be valued as an individual, without stereotyping, with due regard to all protected characteristics. Children will be encouraged to develop positive attitudes to one another. The way in which we provide care and our activities, book and toy provision will reflect this equal opportunities policy and will provide children with positive images and positive attitudes towards difference. This will assist them in their social development, by encouraging the development of their self-esteem and self-confidence.United Nations Convention on the Rights of the ChildThe United Nations Convention on the Rights of the Child (UNCRC) is an international human rights treaty for children. It lists the rights that children have and the obligations that governments and all adults have in promoting those rights.The Welsh Assembly Government has drawn up Seven Core Aims based on the UNCR as the basis for its policies for children :* have a flying start in life and the best possible basis for their future growth and development.
* have access to a comprehensive range of education, training and
* learning opportunities, including acquisition of essential personal and social skills .
* enjoy the best possible physical and mental, social and emotional health, including freedom from abuse, victimisation and exploitation.
* have access to play, leisure, sporting and cultural activities are listened to, treated with respect, and have their race and cultural identity recognised .
* have a safe home and a community which supports physical and emotional well-being.
* are not disadvantaged by child poverty.

In line with these aims St Joseph’s After School Club is aware of its role in recognising children’s rights and helping them reach their potential as individuals by providing an environment in which all children are kept safe, nurtured and treated with respect.SafeguardingAt St Joseph’s After School Club our primary concern is the health and well-being of the children in our care. Our staff have completed relevant Safeguarding training and are therefore fully aware of the possible symptoms of children at risk and the need to report any concerns immediately. We follow Wales Safeguarding Procedures when reporting any incident of suspected child abuse. The named persons for Safeguarding at St Joseph’s are:1. Mr J Wilkinson (Registered Person)

St Joseph’s After School Club Safeguarding PolicyThis policy has been drawn up to safeguard children from abuse and neglect. It sets out the procedure that St Joseph’s After School Club must follow in the event of any allegation of abuse or neglect. The duty of St Joseph’s After School Club to protect a child from harm comes before the need to maintain confidentiality. The safety of the child must be our paramount consideration, and comes before needs of parent or carers. We are aware that suspicion of abuse may take the form of concerns rather than known facts. Concerns can and will be shared with Social Services through referral.We will ensure that any person who is employed or assists at St Joseph’s After School Club understands their duty to follow this procedure.The staff of St Joseph’s After School Club are trained to ensure the recognition of the symptoms of possible neglect and physical, emotional or sexual abuse.*Physical abuse* may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.*Emotional abuse* is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.*Sexual abuse* involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children looking at, or in the production of, pornographic material or in watching sexual activities, or encouraging children to behave in sexually inappropriate ways.*Neglect* is the persistent failure to meet a child’s basic physical and / or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.St Joseph’s After School Club Safeguarding Procedures1. There is a requirement that should St Joseph’s After School Club have a concern that abuse has occurred or is likely to have occurred that we contact as soon as possible one of the following agencies, but first point of contact should always be a local Social Services Child Protection Team duty social worker using the telephone number below:
* Child Protection Team Duty Social Worker - 01492 575111
* Police telephone number - 01492 517171
* Care Inspectorate Wales - 0300 062 5609
* National Society for the Prevention of Cruelty to Children - 0800 800500.
1. St Joseph’s After School Club agrees to liaise and co-operate with Conwy Social Services, or any social services in which the relevant premises are situated, regarding any allegations of abuse or neglect affecting a relevant child.
2. We agree to keep written records of allegations of abuse or neglect and any action that we may have taken in relation to that allegation.
3. We will ensure that we will take consideration of the fact that it may be necessary to protect relevant children following an allegation of abuse or neglect. St Joseph’s After School Club will therefore request guidance from the duty social worker as to whether we are able to contact the parent or carer of the child concerned following a referral or allegation of abuse. We are aware that social services may not wish a child’s parents / carers to be contacted in certain circumstances.
4. If a child tells a member of staff that they or another child or young person is being abused St Joseph’s After School Club will:
* Show that we have heard what they are saying and that we take their allegations seriously.
* Encourage the child to talk, but will not prompt them or ask leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
* We will explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
* We will write down what we have been told using the exact words where possible.
* We will make a note of the date, time place and people who were present at the discussion.
* We will then report our concerns immediately to the duty social worker. It is better that we have discussed our concerns with somebody with the experience and responsibility to make an assessment of the situation.
1. Following a referral to Conwy County Social Services St Joseph’s After School Club will notify the Care and Social Services Inspectorate Wales in accordance with National Minimum Standard 18.3.
2. In the event of an allegation of abuse being made against staff or volunteers:
* Allegation and suspicions of professional abuse (abuse by a staff member or volunteer) will be referred to the Social Services department or the police.
* The member of staff will only be informed of the allegation of abuse after permissions have been given for the Registered Persons to do so, by either the police or the Child Protection Co-ordinator. The procedure to then be followed by the proprietors would be in accordance with Wales Safeguarding Procedures
* Staff, volunteers, parents and children can request to see a copy of the Wales Safeguarding Procedures by asking the supervisor.
* The Child Protection Co-ordinator would consider, with police, whether immediate suspension of the member of staff is required in order to safeguard any children. If this is required, they will contact and inform the Registered Persons.
* The police and Social Services would be responsible for any investigation.
* In all cases where abuse is alleged, the child’s parents / carers would be informed at an early stage by Social Services of details of the allegations and procedures to be followed unless to do so may further endanger the child or compromise any investigation.
* The Care Inspectorate Wales (CIW) would be informed of the incident by the Registered Persons in accordance with The Childminding and Day Care Regulations (Wales) 2010.

The Physical EnvironmentIn line with our Mission Statement, we aim to provide a safe, secure and welcoming environment for children, parents and staff. Our After School Club operates within the school hall. The After School Club benefits from modern, well lit, ventilated premises with fixtures and fittings of the highest standard. The children also use the library and external playgrounds. We aim to provide appropriate furniture, equipment and toys complying with safety standards and contributing to the provision of an interesting, accessible and stimulating environment.SafetyIn line with the policy of St Joseph’s School, we follow the Conwy County Health and Safety Policy. Children are supervised at all times. The facility is checked by the Fire Safety Officer regularly and staff and children are aware of procedures in the event of a fire. Fire drills take place on a termly basis and electrical appliances and extinguishers are checked annually. Clear signs indicating exits have been installed, along with sirens and flashing hazard lights for pupils with visual or hearing difficulties. The children are supervised at all times and the building is protected by external fencing, CCTV cameras and an electronically operated door safety lock to the main facility. We aim to take positive steps to promote safety within the setting and to ensure proper precautions to prevent accidents.Emergency ProceduresIn the case of an emergency, staff would notify the Registered Person, who is usually on site (or by telephone if necessary) They would follow the school ‘Critical Incident File’ guidance which is located in a folder next to the door of the Secretary’s Office. This includes guidance for a range of emergencies such as – abduction, gas leak, flood, bomb threat, fire, intruder etcLost or Not Collected PolicyParents are asked to confirm each week with the After School Club on which nights their children will attend the club. If the arrangements change, then parents must inform the After School Club staff as soon as possible so they have an accurate prediction of expected numbers each evening. At the beginning of each session an attendance register is completed. It is important that pupils attend the club promptly at the end of the school day. In the event of a child not attending at the correct time, then the After School Club staff will:* Confirm with the pupil’s class teacher or school secretary that the pupil has attended school.
* The Registered Person will be informed if there is a concern over the pupil’s whereabouts and a search of the school buildings will be undertaken.
* The parent/ guardian/ or relevant carer will be contacted and appropriate further action taken as required.

In the event of a child not being collected at the appropriate time the following procedure will be followed:* Initially the parent / guardian / or relevant carer will be contacted by telephone.
* If we are unable to make contact with the above then all other contact numbers will be utilised.
* A member of staff will remain with the child on the premises until the parent/guardian/ or carer arrives.
* In the event of serious concerns arising all other relevant authorities will be contacted as required.

Children attending St Joseph’s After School Club only participate in activities outside the premises when accompanied by After School Club staff and parent helpers to ensure vigilant supervision at all times. The After School Club Leader will ensure that the children’s contact information and a mobile phone are available for use in the event of a problem arising. The movement of children between activities or areas will be closely supervised and organised by the After School Club Leader.In the unlikely event of a child going missing during an After School Club outing:* Staff/helpers will immediately notify the After School Club Leader.
* The After School Club Leader will arrange an immediate search of the vicinity.

If following the initial search the child is not found, then the After School Club Leader will inform the police, parents and registered person who will contact other relevant authorities as requiredActivities in the After School Club take place through the medium of English, but we do encourage the children to use incidental Welsh within the environment in line with the policy of St Joseph’s School. |
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| 1. Language and communication needs for people using the service

All service users are first language English, but use incidental Welsh. Welsh Language speakers are available if any service users prefer to communicate through Welsh |

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| Section 5: Staffing arrangements |
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| 1. Numbers and qualifications of staff
 | * Play Leader

Stephanie WilleyCCLD Level 3Level 3 Playwork diploma* Playworker

Bethan DaviesLevel 3 Playwork diploma * Player worker

Theresa JenkinsCCLD Level 3* Play worker

Kara JonesCCLD Level 3 |
| 1. Supervision arrangements
 | Half termly meetings are held between the Responsible Person and the Playgroup Leader. The Playgroup leaders hold half termly supervision meetings with other staff members. |
| 1. Staff training
 | Staff access necessary training as available, mostly through their additional roles of members of staff in the school. |

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| Section 6: Facilities and services  |
| St Joseph’s After School Club keeps records of all financial transactions. Accounts are prepared on an annual basis and these are externally audited. Records of these accounts and all paperwork are available for inspection if requested. The After School Club carries adequate public liability insurance, which is displayed within the facility.StaffingSt Joseph’s After School Club aims to provide good quality childcare. Children’s needs are met by employing well-qualified personnel and maintaining an appropriate adult/child staffing ratio.All staff are required to have the appropriate experiences, skills and training to ensure good quality provision of childcare. Staff are informed of Health and Safety and Child Protection procedures and are encouraged to attend appropriate training courses. Staff’s training needs and development are to be reviewed on an annual basis.Any additional voluntary helpers and staff are expected to undergo police checks prior to commencing work within the After School Club. Planning is reviewed by the registered person and an overview of activities undertaken is available within the St Joseph’s After School Club File for inspection by parents.Quality AssuranceSt Joseph’s After School Club aims to provide quality day care service, which is well planned and monitored. The service provided is continually monitored to ensure that it meets the needs of the children. We value the views of the children in our care and their parents. Staff meet weekly to plan activities, discuss progress and consider any new suggestions, advice or initiatives from parents, affiliated bodies or the CIW. |

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| Section 7: Governance and quality monitoring arrangements |
| The Responsible Person is on site most of the time and is a daily visitor to the room where After School Club is based.Half termly meetings are held with all staff to discuss issues that arise and ensure that standards are maintained. Supervision is held between Responsible Person and Playgroup Leader. The Playgroup Leader holds supervision meetings with remaining staff.The Responsible person (Mr J Wilkinson) is in daily contact with the Playgroup Leader, who meets on a daily basis with other members of staff. Regular surveys are issued to pupils, parents and staff, as well as on-going good communication between staff and service users. Through these processes needs are identified and issues addressed, as we strive to maintain the best service possible for all users*.*Complaints ProcedureAt all times the staff are happy to deal with your questions and comments on the provision offered at St Joseph’s After School Club. We do not anticipate any problems, but should any arise, then please use the following procedures:* Initially discuss your concerns with Mrs S Willey, the After School Club Leader. She will investigate the issue, record it in the incident file and report back to you. If a satisfactory conclusion cannot be drawn, please proceed to the next step.
* Contact Mr J Wilkinson, either in person, on the telephone, or writing to:

St Joseph’s School Brackley AvenueColwyn BayLL29 7UUThe registered person will make further inquiries and complaints subject to local resolution will be responded to as soon as is reasonably practicable and in any event within 14 days. (This may be extended by a further 14 days with the agreement of the complainant.) Complaints that are subject to formal consideration will be responded to as soon as is practicable and in any event within 35 days of the request for formal consideration. Where a complaint relates to a matter that may be being investigated elsewhere (complaints subject to concurrent consideration), the registered person will consult with other parties about the best way to handle the complaint. This may involve the discontinuation of inquiry if it appears that further investigation would prejudice or compromise the other consideration. In this case, the complainant will be informed and the consideration may be resumed at any time. |