



Tree Tops Afterschool Club Handbook

Overview

Tree Tops After School Club is located in the sessional care building adjacent to the main school building. We aim to provide a happy, safe, warm and stimulating environment for ALL children, whilst encouraging fair play within a sharing and caring environment.

Admissions Policy

We are a fully inclusive club, open to **ALL** children. Should your child have any additional or special needs, allergies or dietary requirements please make sure you **record** these on a registration form (available from the manager) **AND** speak to the Manager to ensure your child can be appropriately welcomed into the club.

Who's who

After School Club Manager: Mrs Lisa Burton
After School Club Assistant: Mrs Adele Goodall
After School Club Assistant: Miss Claire Miller

Opening Times

Our After School Club begins at 3:15pm and finishes at 6:00pm. The ASC Assistants will collect children under 8 from their classrooms and the Manager will meet the over 8's outside the year 5 classroom. When all children have been met then everyone will walk over to the sessional care building together. **No child should enter or leave ASC without adult supervision or permission.**

Booking

We have places for up to 26 children per session. **Bookings must be made prior to the day requested via the main school office.** Once we are fully booked, you will be put on a waiting list until a place becomes available. We will assume your booking is on-going unless you tell us otherwise. A registration form is included when you join the school in your new pack or at the school office or in the Appendix of this policy. Please ask if you require an additional form. Current booking forms are available on request.

Permanent Bookings/ Long term bookings

A completed registration form is required for each child attending the club. Places at the club will be given on a 'first come first served basis'. If you accept the offer of a place, this will book your child's place for the duration of their time at their primary school. We will give priority to parents whose children who attend New Earswick Primary School and/or who are wanting the most sessions. You are not required to re-book your child's place each term or annually if your child is booked in permanently. However, if you wish to cancel your booking or change your session in anyway, then we would require **2 weeks notice in writing.**

We are happy to accept short notice/same day bookings when we have spaces available via communication with the school office.

Daily Bookings

If you wish to use the After School Club or Breakfast Club in an ad hoc manner, bookings must be made via the School Office.

Payment and Fees

You may pay for the After School Club weekly, monthly, half-termly or termly. If you wish to pay weekly, then fees must be paid for by each Friday at the latest. Should you wish to pay either monthly/half-termly or termly you must do so in advance. Payment will be accepted either by cash or cheque, which should be made payable to 'New Earswick Primary School'. We also accept Childcare Vouchers. Payments should be given to the Manager when children are collected.

If payments are ever more than a week in arrears, i.e. from the 6th day, then you will be asked to make arrangements to pay off the outstanding amount prior to your child attending any further sessions. If a child is off sick, then parents will receive a credit. If a child is absent for any other reason, pre-booked places must still be paid for. Non-payment of fees may result in a child's place being withdrawn.

Fees from September 2021 are as follows:

Weekly charge for five part sessions:

£21.25 (New Earswick Primary School Pupils)

Weekly charge for five full sessions

£32.50 (New Earswick Primary School Pupils)

Daily charge per full session:

£6.50 (New Earswick Primary School Pupils)

Hourly rate:

£4.25 (New Earswick Primary School Pupils)

Late Collection Fees

All children must be picked up by 6:00pm, if a child is collected any later than 6:10pm there will be a late collection fee of £10.00, then a further £10.00 per half hour from 6:30pm.

At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated:

- If a parent, carer or designated adult is more than 10 minutes late in collecting their child, the Manager will be informed;
- The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply;
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary;
- If, after 4 repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 20 minutes has elapsed, the Manager will call the local social care department for advice;
- In the event of the social care being called and responsibility for the child being passed to a Safeguarding agency, the Manager will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone. Furthermore, a note will be left on the door of the Club's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social Care department;

- Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session;
- The child will remain in the care of the Club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social Care
- Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the Club.

CANCELLATION

Cancellations can be made at no cost to families up to a day before the booked session. However, cancellations made on the day of the booked session will still be charged. We hope that you understand that this is an essential charge to ensure that the provision can still run and be offered throughout the year. Cancellation due to sickness which resulted in your child leaving school or not attending school will not be charged.

SAFEGUARDING

New Earswick Primary School is committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of the school premises. This policy should be read in conjunction with the Pathfinder MAT Safeguarding Child Protection Statement and the Pathfinder Scheme of Delegation. This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy (available on the school website or at the ASC building/ school office).

Who to report Safeguarding concerns to?

Anyone with any concerns about the welfare of a student MUST report it to our Designated Safeguarding Lead as soon as possible or if they are not available one of her deputies:

Designated Safeguarding Lead (DSL)	Angela Oswald Head@nep.pmat.academy
Deputy Designated Safeguarding staff	Sophie Asquith S.Asquith @nep.pmat.academy
Safeguarding staff Team	Abby Pennick- Early Year DSL A.Pennick@nep.pmat.academy Lynda Bell L.Bell@nep.pmat.academy
Designated Governor	Kaeli Wishart
Advice, Assessment and Early Intervention Service	01904 551900
Local Police	101 / 01904 618691
SENCO	Abby Pennick A.Pennick@nep.pmat.academy
Assistant Director, Children's Specialist Services – Eoin Rush	01904 554212
Educational Psychologist – Emma Truelove	01904 554307
Emergency Duty Team	01609 780780

Safeguarding Advisor – Caroline Williamson	01904 555694 / 07770764600
LADO	01904 551783 or 07795266806

Whistle Blowing

If however, you are not happy with the actions of those in school responsible for Safeguarding or you cannot contact anyone please contact Children's Front Door directly yourself for guidance on 01904 551900:

- if you know of a child who may become vulnerable without additional help and support
- if you are worried a child or young person is at risk of, or is being, hurt or abused
- if you want to know about services available to support children and families

For more information on Children's Front Door visit <http://www.york.org.uk/workforce2014/Concerned%20about%20a%20child/childrens-front-door.htm>

You can see our Whistle Blowing Policy on our school website at:

<https://newearswickprimary.academy/our-school/school-policies/>

The School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment it encourages employees and others with serious concerns about any aspect of the School's work to come forward and voice those concerns. It recognises that certain cases will have to proceed on a confidential basis. The Whistle Blowing Policy makes it clear that staff can do so without fear of reprisals and is intended to encourage and enable staff to raise serious concerns within the School; rather than overlooking a problem or publicly disclosing the matter.

Childcare Tax Credit

You may be entitled to Child Tax Credit, which may help you with up to 80% of weekly childcare costs. Please phone 0845 300 3900 or go to www.hmrc.gov.uk/childcare . Our registered number is 816/3901.

Staffing and ratio

All staff are required to wear name badges on a pathfinder lanyard so they can be easily identified. The After School Club is staffed by a manager and assistants, of whom hold relevant qualifications and have previous childcare experience. All staff and any volunteers are required to undertake an Enhanced Criminal Records Bureau check to help ensure the safety of the children. Members of staff are required to encouraged to take part in further training to keep their knowledge and skills up to date.

Activities

We have use of an enclosed outdoor area, which children will have access to at all times. We encourage children to play outdoors as well as indoors. We aim to provide a balance of activities that enhance the school day.

Food and meals

After School Club is committed to providing healthy, nutritious, tasty food and drinks for children during sessions. The Manager and staff will make every effort to ensure that food

and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.

A snack will be provided at 4:30pm. Children booked into the half session will not be served a snack and should be collected by 4:30pm. Children who are not collected by 4:30pm will be served a snack and you will be charged for the full session.

When preparing food and drink, staff will be mindful of the provisions of the Hygiene Policy so as to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The Manager and staff are mindful of their responsibilities and obligations under the Food Safety Act 1990. The Club is registered with the local authority to provide food. All staff, who either handle or prepare food have up to date Food Handling Certificates and are fully trained in food storage, preparation, cooking and food safety.

As part of a child's settling in period, the Club requires that the parents and carers complete the Registration Form, including information about any special dietary requirements or allergies the child suffers from, along with their food and drink preferences. The Manager and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health, and meet as far as possible their particular preferences. No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as either a punishment or reward.

Healthy Eating

The Club recognises the importance of healthy eating, balanced and nutritious diet. Because of this, the Club will endeavour to make a variety of foods available including meat, vegetarian and vegan options, plenty of fruit and low fat and low sugar food in compliance with the new food school standards. Sandwiches will be made using 50/50 bread or wholemeal bread. The Club will not regularly provide sweets for children and will avoid excessive amounts of fatty or sugary foods. The Club will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times.

Cultural and Religious Diversity

The Club and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The Manager and staff will work with parents/carers to ensure that any particular dietary requirements are met. The Club is also keen to help introduce children to different religious and cultural festivals and events through different types of food and drink.

Please note that the snack provided by the club is not a substitute for tea. After registration the children will be offered a healthy snack such as soup, sandwiches, crudities or pasta which will be accompanied by a drink of either fruit juice or milk. Children are encouraged to help with food selection. There is a bowl of fruit out each evening and the children are able to help themselves to one piece of fruit per session. There is access to drinking water throughout the session.

What children should bring to the After School Club

- ✓ Children should bring all their bags and coats from school.
- ✓ As they may be playing outside or doing 'messy' activities, you might like to send a change of clothing for your child, which should be named.
- ✓ During the summer months children **MUST** bring a hat and labelled sun cream with them.
- ✓ Please make sure that your child **does not** bring anything to the club that is valuable. If s/he does bring anything to the club of his/her own then it is his/her responsibility at all times. **The club cannot be held responsible for loss or damage to anything brought in from home.**
- ✓ **Children are not permitted to use mobile phones during the opening times of ASC**

Collection procedures

- A code system is used on the ASC door. Visitors will need to wait for a member of staff to let you into the building.
- All children must be signed out at the end of the session in the daily register. We will challenge any person who comes to collect your child whom you have not named on the registration form.
- If you wish to change/add or delete a person's name or details on the list of who can collect your child, then you must notify the Manager.

Emergency situations

In an emergency situation, the ASC Manager will make every effort to contact parents/carers using the contact telephone numbers that have been provided on the registration form. If the Manager is unsuccessful in making contact with a nominated adult, then they will act in the child's best interest. This may include contacting the social care 'out of hours team' to take responsibility for the child. Parents/carers are reminded that the club is not responsible or insured for incidents occurring after the session has finished.

ASC staff members follow all school policies which include: Health and Safety Policy and The Safeguarding and Child Protection Policy.

Tree Tops After School Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Club recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the Club. The Club has a designated member of staff responsible for First Aid (Angela Phillips). This person has an up to date First Aid certificate. S/he is responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate. The Manager will ensure that there is a fully trained First Aider available at all times during sessions at the Club. The Manager will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The box should contain:

- A card or leaflet giving general guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- A sterile gauze
- Micro pore tape
- Sterile cornering for serious wounds
- Individually wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

The location of the First Aid box, and the names of any other qualified first-aiders, will be clearly displayed around the Club's premises. A First Aid box will be taken on all off site visits or outings. This is the responsibility of the Manager.

In the Event of a Major Accident, Incident or Illness

The Club requests that parents/carers complete and sign the Emergency Medical Treatment Form enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the club. In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action;
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive;
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital on the condition there is another adult on the school premises for the other member of staff and children, and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed;
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Club's Infectious and Communicable Diseases policy will govern the child's return to the Club);
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the Club and its staff;
- All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the Club and its staff;
- The Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Club's policies or procedures, and act accordingly, making suitable adjustments where necessary;

In the Event of a Minor Accident, Incident or Illness

- In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action;
- If the child does not need hospital treatment and is judged to be able to safely remain at the Club, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves;
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session;
- At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given;
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible (from this point on, the provisions of the Club's Infectious and Communicable Diseases policy will govern the child's return to the Club);
- All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents/carers should sign to acknowledge the incident and any action taken;
- The Manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the Club's policies or procedures, and make suitable adjustments if necessary.

Medication

In circumstances where the Manager is absent, another member of staff who is a First Aider will assume all responsibilities. Whenever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Club, children should be encouraged to take personal responsibility for this,

where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action. Staff may only administer medication to the child if it is prescribed by a GP and if the request to do so is from the child's parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form. Staffs have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. The Club is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training. The procedure for administering medication at the Club is as follows;

- Medication will never be given without the prior written request of the parent/carers and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information (see Administering Medication Form);
- A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:
 - prior consent is arranged;
 - all necessary details are recorded;
 - that the medication is properly labelled and safely stored during the session;
 - another member of staff acts as a witness to ensure that the correct dosage is given;
 - parents/carers sign in the Medication Record Book to acknowledge that the medication has been given.
- If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Manager and the child's parent/carers will be notified, and the incident recorded in the Medication Record Book;
- Staff will not administer 'over the counter' medication, only that prescribed by the child's GP;
- Where children carry their own medication (asthma pumps or insulin for example), the Club recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name;
- If there is any change in the type of medication, whether regarding dosage or other changes to the information given on the Administering Medication Form, a new form must be completed;
- Full details of all medication administered at the Club, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.

Sun Protection

The Manager and staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to provide sunscreen for their children and a hat **MUST** be provided. A store of sun protection should also be kept on the premises. When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carers on the Registration Form. In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the centre in an emergency

In very exceptional circumstances, the Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure);
- Burst water pipes;
- Discovery of dangerous structural damage;
- Fire or bomb scare/explosion;
- Death of a member of staff;

- Serious assault on a staff member by the public;
- Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Health and Safety:

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties. In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Club is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere. The club follows the school's Health and Safety policy.

In summary:

The Manager is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the Club's premises, or when the particular needs of a child or other visitor necessitates this. The Manager is further responsible for conducting any necessary reviews or making changes to the Club's policies or procedures in the light of any potential risks that they or other members of staff discover.

Daily inspection:

A visual inspection of both the equipment and the entire premises both indoor and outdoor will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive. During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Club's environment, both indoors and outdoors;
- All surfaces, both indoors and outdoors;
- All equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made in the Incident Record Book. The Manager is then responsible for ensuring that any necessary action is taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book sheets on the same day as the event took place. Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence;
- Details of the people involved;
- The type, nature and location of any injury sustained;
- The action taken and by whom;
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

Where a child attends hospital for treatment directly from the club, a RIDDOR report must be logged with the school business manager Adrian Fletcher.

Policies and Procedures details

A list of all our policy and procedure statements is included on our school website <https://newearswickprimary.academy/> If you would like a copy of any policy, please see the Manager. All policies are on display at the After School Club as well.

Behaviour

After School Club follows the school behaviour policy. Repeated poor behaviour may result in suspension of the ASC facility for a fixed- term or permanent period. ASC follows the school Behaviour Policy.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about his/her actions. Staff will explain to the child why its behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoiding repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on the Club's records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, the Club has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour. The ASC manager will inform the Headteacher.

Only in the event of an extremely serious or dangerous incident will a child be suspended from the Club with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child, even if the child normally signs themselves out. Children will not be allowed to leave the premises until a parent/carer arrives to collect them.

After an immediate suspension has taken place, the Manager will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to the Club. Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the Club will give parents/carers time to make alternative arrangements for childcare during a period of suspension.

Staff should always keep parents/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No member of staff may impose a suspension from the Club without prior discussion with the Manager. Staff will consult the Manager as early as possible if they believe that a child's behaviour is in danger of warranting suspension or exclusion.

When a suspension is over and before a child is allowed to return to the Club, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

Further Information

If you require any further information about After School Club, please call in to speak to the Manager or any member of staff. We will be happy to show you around our club and answer any questions that you may have. Staff can also be contacted on 07783252059 between 3:15pm and 6:00pm or on 01904 806446 alternatively you can e-mail the school office.

SCHOOL POLICIES

To be read in conjunction with After School Club available from the school office or After school Club

1. Admissions and Fees
2. Anti-Bullying
3. Behaviour
4. Complaints Policy
5. Equalities
6. Health and Safety
7. Safeguarding and Child Protection
8. Staff discipline and grievance policy
9. Students and Volunteers handbook

Other relevant school policies include:

- MAT – Safeguarding Child Protection Statement
- MAT – Pathfinder Safeguarding Contacts
- Child Sexual Exploitation (CSE) Policy
- Children Missing Education Policy
- Visitors Handbook/ guidance
- Behavioural Policy
- Staff Code of Conduct
- Safe recruitment Policy
- Data Protection Policy
- MAT - Whistleblowing Policy
- Anti-Bullying Policy
- Exclusion Policy
- E-Safety Policy
- Pathfinder Information Policy

After School club (Tree Tops) booking form

Child's full name		
Date of birth		
Age / class in school		
Address		
Home Tel no.		
Mobile Tel no.		
Alternative contact: (emergencies)		
Does your child have any special needs?		
MEDICATION required		
Illness/ medical needs		
Do you give permission for your child to wear a plaster if necessary?		
YES NO		
Parent/Carer Contact 1		Parent/Carer Contact 2
Name		
Address		
Employers name and tel. no.		
Relationship to child		
Contact Tel no.		

